

**MINUTES**  
**DeKalb Park District**  
**Special Meeting of the Board of Commissioners**  
**December 1, 2016**  
**Hopkins Administration Building**  
**1403 Sycamore Road, DeKalb, IL**

**Study Session**  
**5:30 p.m.**

**I. Meeting Call to Order and Roll Call:** President Phil Young called the Study Session to order at 5:37 p.m.

**Board members present:** President Phil Young, Commissioner Dean Holliday, Commissioner Dag Grada, Commissioner Keith Nyquist, and Commissioner Bryant Irving.

**Staff members present:** Executive Director Amy Doll, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Finance and Administration Karin Johns, Emily Bidstrup, Marketing and Communications Manager Scott deOliveira, Superintendent of Recreation Bill Ryder, Superintendent of Golf Shane Bays, Food and Clubhouse Manager Jane Holdridge, Superintendent of Parks and Development Mat Emken, Park Supervisor Todd Bex, Park Maintenance and Special Projects Team Leader Dave Kessen, Facilities Team Leader Mike Mascal, Parks Administrative Assistant Linda Gerace, Landscape and Horticulture Team Leader Kevin Bock, Roger Olsen, Randy Hjelmberg, Josh Looney, and Harry Kellogg.

**II. Action on Agenda**

Commissioner Irving made a motion to approve the agenda, seconded by Commissioner Grada. Motion carried by voice vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

**III. Public Comment**

None

**IV. Discussion of Maintenance Building Design**

Jason Estes, from FGM Architects, presented his designs of the 11,500 square foot facility. He stated that what was being presented was not final and they are still meeting with the city about site analysis. His designs included an entry reception with a group office element, a break room with a kitchen, a mud room/locker room, storage space, a mezzanine storage option, restrooms that could double as a storm shelter. The structure would be wood and clad in aluminum with gable construction, have a 4-foot base wall. The main priority is the accessibility for trucks so it would include 6 overhead doors.

Multiple questions were asked about where certain equipment will be kept in the new facility. President Young asked what fees are included in the \$1.25 million estimation. Mr. Estes said that he will know for sure in a couple of weeks and then detailed the timeline for his design.

President Young asked if the design is made for expansion and what the lifespan on the current maintenance building is. Mr. Estes advised that expansion is absolutely being taken into consideration and the current maintenance building could stay for a long time and keep being utilized for cold space.

Commissioner Holliday asked what the difference between steel and wood would be. Mr. Estes stated that the difference would be huge and wood is a better solution because it is readily available and easier to go up. Commissioner Holliday also asked when the board will have a rough number for the project cost. Mr. Estes advised that he could give a rough number in a couple of weeks but the true number would not happen until bids arrive at the end of January.

Commissioner Irving stated his concerns over the building being too small and compared the current building to the future building noting that they are practically the same in size. Mr. Estes agreed, stated it meets the needs and noted that he worked with the budget given to him and took into consideration expansion in the future.

President Young asked if bids don't come in on time and staff would have to build internally what those costs would be. Mat Emken advised he estimated that amount would be \$290,000 and that it would be a winter project for 2018 meaning staff wouldn't be in the new building for roughly 1 ½ years. President Young addressed Mr. Estes and asked if the District would be saving a lot by doing build out internally. Mr. Estes advised that if staff works on this, they are not working on other projects and would like to go ahead to bid and see what comes in.

President Young addressed staff and asked if anyone had concerns or issues with the plans. Todd Bex, Park Supervisor, stated the new building would be more efficient since there would be more square footage in the shop area.

Concerns were brought up about the mezzanine being wasted space. Commissioner Irving asked the staff members that were present if they think this size building is okay. Several of those in attendance stated yes. Dave Kessen, Park Maintenance and Special Projects Team Leader, stated that he would like the removal of the west building to be considered since it is very leaky and it would probably come down soon on its own anyways.

President Young asked Mr. Estes how long a quick assessment of the cold storage building would take stating that once the bids are put in the District is committed to this project so we better get it right this time around. Mr. Estes stated an assessment could take 2-3 weeks but the project would be put on hold during that time. The timeline was brought up and highlighted again.

## **V. Discussion of FY 2018 Capital Projects**

Executive Director, Amy Doll, opened the discussion by explaining the updated FY 2018 capital projects handout the board received. President Young advised staff to talk about their departments projects.

Shane Bays, Superintendent of Golf, highlighted the golf courses main projects which included new bunker drains, a new furnace and two air conditioners at River Heights, a cart path expansion/connection at River Heights, and two pull behind mowers that he believes would be utilized every day. Commissioner Holliday asked Mr. Bays if he has looked into a leaf/grass sweeper for the Districts general use. Commissioner Nyquist asked Mr. Bays why there was no cost associated with adding hitting bays at River Heights. Mr. Bays advised the board that it could probably be built in-house for \$5,000 and was recommended to him by users of the golf course as well as Scott deOliveira, Marketing & Communications Manager.

Mat Emken, Superintendent of Parks and Development, highlighted the parks departments main projects which included continuing the park lighting pathway upgrades to LED path lights, more pathway paving, seal coating Hopkins Park, replacing the Liberty Park playground, tuck pointing at the south shop building, and replacing the zero turn mower. Commissioner Grada asked Mr. Emken if they will be combining both play sections at Liberty Park. Mr. Emken responded yes and that he was trying to secure grant money for that project. President Young asked Mr. Emken if he was looking into making Hopkins Shelter be open year round. Mr. Emken stated that he has done research but it would be costly. Commissioner Holliday advised Mr. Emken to get numbers of how much it would cost. President Young added that benches at Welsh Park are a good addition.

Karen Johns, Superintendent of Finance & Administration, highlighted the finance department's main projects which included installing a time keeping system to help with payroll efficiency, AssetMaxx Inventory Update, and the 2005 Bond Series Principle.

Scott deOliveira, Marketing & Communications Manager, highlighted the marketing departments main projects which included ongoing hardware replacement of the IT equipment, and water service relocation at Hopkins since there are problems with water quality when the pool is closed.

Bill Ryder, Superintendent of Recreation, highlighted the pool and recreation departments main projects which included getting new benches and tables in the pool concession area, adding shade structures at the pool after hearing from patrons they are wanted, reconfiguring the spray area fence, gel coating of the slides, Kiwanis Park soccer goal replacement, replacement of the tile floor in the main lobby at the Sports & Rec. Center, resurfacing the concrete floors in the locker rooms at the Sports & Rec. Center and repairing the roof at Haish Gym.

Ms. Doll brought up possibly bringing someone in to help the District create a new strategic plan. The last one was done in 2007 and covered the District through 2013.

## **VI. Adjournment**

Commissioner Holliday made a motion to adjourn the meeting, seconded by Commissioner Nyquist. Motion carried by voice vote.

Meeting adjourned at 7:29 p.m.