

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

BOARD MEMBERS PRESENT: President Joan Berkes Hanson, Commissioners Mario Fontana, Dave Mason, Mike Teboda and Phil Young.

STAFF MEMBERS PRESENT: Executive Director Cindy Capek.

I. Meeting Called to Order

President Hanson called the April 11, 2013 public meeting to order at 5:30 p.m.

II. Move into Executive Session

Vice-President Teboda moved to go into Executive Session at 5:31 p.m. for the purpose of discussing the lease or sale of real estate pursuant to Section 2(C)(5) and the performance of an employee pursuant to Section 2(C)(1) of the Illinois Open Meetings Act. Commissioner Fontana seconded the motion and all members voted unanimously in favor during a roll call vote.

III. Reconvene Public Meeting

The public meeting was reconvened at 6:09 p.m.

Commissioner Fontana made a motion to give Executive Director Capek a 3% pay increase. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

IV. Adjourn Public Meeting

Commissioner Mason made a motion to adjourn the April 11, 2013 public meeting at 6:10 p.m. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

DeKalb Park District
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Study Session

BOARD MEMBERS PRESENT: President Joan Berkes Hanson, Commissioners Mario Fontana, Dave Mason, Mike Teboda and Phil Young.

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

OTHERS PRESENT: Park District attorney James Rock of Ancel Glink, Per Faivre, Connie Holliday, Dean Holliday, Keith Nyquist, Pattie Nyquist, Angela Bollinger, Don Franzene, Phyllis Franzene, Rich Rice, David Breed, Bessie Chronopoulos, Jane Levinsky, Marvin Levinsky, Don Irving, Ron Cress, Laurie Erdmann, and Art Erdmann.

The April 11, 2013 study session was called to order by President Joan Berkes Hanson at 6:30 p.m.

Recommendation for Construction Management Services

Director Cindy Capek explained that a total of nine firms submitted proposals for Construction Management Services and that three of those firms were selected to participate in an interview process. Capek further explained that the final candidates were selected based on the overall quality of their proposal, qualifications, assigned personnel, the firm's experience in Construction Management for outdoor pool projects, approach to the project management process, and fees.

Capek noted that the three firms selected were Wight and Company, W.B. Olson Construction Services, and Corporate Construction Services. The interviews were approximately two hours in length and were conducted by Director Capek, Asst. Director Garrison, and Doug Holzrichter and Gary Pingel of PHN Architects.

Director Capek explained that after consideration of the interviews, responses to questions, and the information previously provided, the interview team was recommending that Corporate Construction Services be hired to provide Construction Management Services for the DeKalb Park District aquatic center project. Capek explained that the fee of 8.25% or \$391,875 was based on the estimated cost of \$4,750,000 for all Trade Contractors and Suppliers for the project.

Commissioner Mason inquired if letters were sent to the firms that were not selected for the interview process. Director Capek replied that she contacted each firm by phone to personally inform them.

Commissioner Hanson inquired if Corporate Construction Services had experience with the construction of outdoor pools. Capek stated yes, noting several suburban park district facilities.

Commissioner Young asked how much of the decision was based on fees. Director Capek noted that the interview team looked at fees after the interview process was complete and after taking into consideration qualifications, experience, etc. The entire interview team, she explained, was in agreement that Corporate Construction Services was the best of the three firms interviewed. Asst. Director Garrison noted that all three firms were qualified, but the team felt that Corporate Construction Services was the best fit for the District.

Commissioner Young inquired about the pay schedule. Director Capek noted that the pay schedule would be specified in the agreement and that the District would be billed in phases.

Attorney James Rock explained that the Board had the authority to stop a contract at any time.

Hopkins Pool Replacement Timeline

Director Capek reviewed the Hopkins Park pool replacement project timeline as of April 11, 2013.

Commissioner Young noted that the third bullet point in the project timeline stated that the schematic designs for the pool were completed in April, 2013. Commissioner Young noted that at the March 21, 2013 meeting he expressed that he was not in favor of moving forward with the pool project and that the minutes clearly reflected that.

Commissioner Mason requested that the pool project be placed on hold before additional funds were spent and noted the invoices being paid to PHN Architects.

President Hanson noted that the schematic design plans were submitted to the Board, staff and public for input and that the feedback received was reflected in the changes made to the schematic designs.

Commissioner Teboda stated that the Board had decided to replace the Hopkins Pool and noted that the changes to the schematics were presented in March due to the feedback received by the Board, staff and public.

Commissioner Young noted that the changes to the amended pool plans were presented to the Board for the first time at the March meeting and he also expressed that, in his opinion, the size of the pool was not adequate to accommodate the needs of the community.

Commissioner Mason stated that he was not in favor of the current plan and felt that the plan needed additional input from the staff. Mason also requested that additional time be allowed to properly review the plans.

Commissioner Teboda stated that the Board had decided to replace the pool months ago and recalled President Hanson announcing the replacement of the Hopkins pool to state and local representatives at a luncheon held at River Heights golf course, in September 2012.

Commissioner Young also stated that he was not in favor of the schematic design in the Spring/Summer 2013 program guide and wanted to know why a banner on the front page and picture on the inside cover stated that this was a done deal for 2015.

President Hanson noted that even though the community meeting for public input was not well attended, she has received numerous positive comments from the public supporting the project.

Informational: Recreation Program Statistics, IAPD Golf Tour

Director Capek asked if the Board had any questions in regards to the Recreation Program statistics.

Commissioner Teboda inquired about the Bat Show. Program Director Colleen Belmont stated that the Bat Show was a special event held at Haish Gymnasium. This educational event, attended by approximately 300 people, featured live bats and crafts for the children.

Belmont reported that the recreational programs offered this year were comparable to the programs offered last year, with the exception of some new programming ideas.

President Hanson noted the schedule for the 2013 IAPD Annual Summer Golf Tour. Director Capek asked that any Board member interested in attending, contact her. The study session ended at 6:57 p.m.

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OTHERS PRESENT: Park District attorney James Rock of Ancel Glink, Per Faivre, Connie Holliday, Dean Holliday, Keith Nyquist, Pattie Nyquist, Angela Bollinger, Don Franzene, Phyllis Franzene, Rich Rice, David Breed, Bessie Chronopoulos, Jane Levinsky, Marvin Levinsky, David McCleary, Laura Smart, Don Irving, Ron Cress, Gary Hanson, David Breed, Darryl Rolland, Frank Schier, Bryant Irving, Janet Berkes, Laurie Erdmann, and Art Erdmann.

I. Meeting Called to Order

President Hanson called the April 11, 2013 public meeting to order at 7:00 p.m.

II. Approval of Agenda

Commissioner Teboda made a motion to approve the April 11, 2013 agenda. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings

Commissioner Young made a motion to approve the study session and public meeting minutes of March 21, 2013, and the DeKalb Nature Trail Working Group Meetings of January 29, February 18, March 4, and March 18, 2013. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

IV. Correspondence

President Hanson noted that the District has recently learned of a family who frequently gathers garbage and debris from the Nature Trail. Hanson read a letter from Director Capek to Tom and Sarah Fellabaum thanking them and their children for their considerate gesture and efforts in keeping the trail free from litter.

Director Capek explained that Corn Fest Chair Lisa Angel was requesting permission to utilize the conference room located on the upper level of the Nehring Center during the Corn Fest weekend.

Capek stated that she would like to accommodate the Corn Fest Committee if the Board was in agreement.

The Board was in agreement.

V. Business from the Floor

DeKalb resident Dean Holliday congratulated the newly elected DeKalb Park District Board members.

Angela Bollinger stated that according to her calculations, the proposed plans for the pool could accommodate approximately 1,030 patrons and expressed concern with potential parking issues. She also expressed concern that the pool was designed too close to Sycamore Road.

DeKalb resident Keith Nyquist thanked the Park Board for their time and energy towards the pool project, but asked that the Board leave the issue to be handled by the new Park Board in May.

DeKalb resident Bessie Chronopoulos thanked all those who serve on Boards, run for office, and are involved in the community. Chronopoulos stated that she loves the Hopkins pool, but asked that the Board look at options to extend the current life of the pool.

DeKalb resident Janet Berkes stated that many Board candidates have not been aware of the steps taken since 2008 towards the pool project and expressed that she was in favor of the replacement of the pool.

DeKalb resident Bryant Irving asked that all work be given to local companies and/or firms.

DeKalb resident Jane Levinsky explained that on Monday, April 8 was the first time the community was able to give input on the restoration plan for the Nature Trail. She asked that the Board stay involved and expressed she was pleased with the input and recommendations received from the community. She also asked that the Board keep Com Ed accountable for their actions.

DeKalb resident Pattie Nyquist stated that there are many people in the community that would like to see the Nature Trail restored with trees and shrubs and not native grasses.

DeKalb resident Laura Smart was also in agreement with Pattie Nyquist's statement.

DeKalb resident Darryl Rolland stated that he has run on trails all over the world and that he likes the openness of the Nature Trail now that trees on one side have been cut down. The trail, he stated, was full of over grown vines and weeds.

DeKalb resident Marvin Levinsky asked that the Board hold Com Ed financially responsible and suggested the District ask Com Ed for a sum of money to be utilized towards the purchase of trees and other plantings to restore the Nature Trail.

DeKalb resident Per Faivre asked that the Board not move forward with the pool project design.

Frank Schier, Founder of the Rock River Trail spoke in favor of the restoration of the Nature Trail and offered to donate 200 oak trees to the Park District to be planted along the Trail. He also asked that the Park Board take steps to prevent the same problem from occurring again.

DeKalb resident David McCleary stated that as a member of the Nature Trail Working Group he was glad to receive an email from Park District Board President Hanson confirming that Com Ed had agreed to provide the materials to restore the Nature Trail.

President Hanson thanked everyone for their comments.

VI. Old Business

A. Update on DeKalb Nature Trail Working Group

Commissioner Phil Young reviewed the timeline of the Nature Trail Working Group comprised of representative from the Park District, Forest Preserve, Com Ed and DeKalb Citizens. The Group, he noted, began meeting on January 29, 2013 and has since met every other week. The Group established a mission with goals and objectives and a sub group of experts on vegetation and restoration was formed

to work on the development of a restoration plan. A plan was developed, reviewed by an outside expert and then presented to the community at a public meeting on April 8.

Commissioner Young reviewed the public comments, concerns and questions as follows:

- Concern that not enough plant material is being recommended/height/variety
- Concern for cutting down additional trees in Section 7 of the plan (First Street) as well as on the south side of the Trail
- Concern about the use of herbicides and how the process would be controlled
- Safety from golf course
- Evaluation of large stumps (cutting or grinding)
- Questions about the plan being a draft plan, a phase of the plan, or the final plan
- Concerns about a financial commitment from Com Ed
- Sensitivity to habitat
- Timing of the implementation of the plan for the north and south side of the Trail as well as on-going assessment of the restoration process
- Concerns about maintenance responsibilities and
- Neighboring property owners/property management

Commissioner Young stated that after hearing the public comments and concerns, the Group discussed implementing the plan by using a seasonal approach which coincides with restoration practices that are recommended for the 2013 spring season, 2013 season fall/winter, and the 2014 spring season followed by continued evaluation for further restoration efforts.

Young noted that work on the South Side of the Trail would not begin until the 2013 fall/winter season in order to allow planting to first occur this spring on the north side of the Trail. The Sub Group, he explained, would evaluate the plan and provide recommendations for additional planting areas and planting materials.

Also, tree removal in Section 7 of the plan would be limited to trees that pose a safety risk and the Working Group will reconvene to review the recommendations from the Sub Group at the next meeting. Lastly, Commissioner Young explained that the restoration plan will be posted on the Park District website in the near future and that the Nature Trail Working Group will be meeting again on Wednesday, April 17.

VII. New Business

A. Approve Resolution of Authorization for Lions Park OSLAD Grant Application

Director Capek explained that included in the Board packet was a Resolution of Authorization for the Lions Park OSLAD Grant application. The OSLAD grant was for fifty percent of a \$400,000 project budget for improvements to be made at Lions Park in fiscal year 2015.

Capek also recommended that the District contract the professional services of Hitchcock Design Group to assist with the master plan of the park and to assist with the grant application process. The proposed fee of \$12,000 was for the preparation of plans, public engagement, and grant preparation.

Commissioner Young stated that he was in favor of improving parks throughout the District.

Commissioner Teboda made a motion to approve the Resolution of Authorization for the Lions Park Project OSLAD Grant Application. Commissioner Young seconded the motion and all members voted unanimously in favor.

B. Approve Engagement of Hitchcock Design Group for the Lions Park Master Plan and Grant Application

Commissioner Mason made a motion to approve the Engagement of Hitchcock Design Group for the Lions Park Master Plan and Grant Application on the amount of \$12,000. Commissioner Young seconded the motion.

A roll call vote was taken and Commissioners Teboda, Young, Mason, Fontana, and Hanson all voted yes to the roll call.

C. Approve Construction Management Firm for Pool Project

Commissioner Teboda made a motion to approve Corporate Construction Services for the construction management services for the Hopkins Pool Project for a fee of 8.25% (\$391,875) which includes all costs associated with Pre-Construction, Construction Services, Construction Management, and Insurance. Commissioner Mason seconded the motion.

Commissioner Mason stated that he was not in favor of the pool project plans and recommended that the item be tabled and referred to the new Board that will be taking office in May.

Commissioner Young expressed that he was also not in favor of the proposed pool plans and was not in favor of approving a construction management firm at this time.

Commissioner Teboda asked attorney James Rock if the District was obligated to make a payment to the construction management firm at this time. Attorney Rock stated that the Board was only voting to approve the services of a firm. After approval, he noted, the chosen firm would then develop a contract.

President Hanson felt that she was very well informed about the pool and pleased with the design. She also expressed that she felt qualified and confident in moving forward with the construction of a new pool facility.

Commissioner Mason made a motion to table Item C-Approve Construction Management Firm for Pool Project. Commissioner Young seconded the motion. A roll call was taken. Commissioners Hanson and Teboda voted no to the roll call vote. Commissioners Young, Mason, and Fontana voted yes to the roll call vote.

Item C- Approve Construction Management Firm for Pool Project was tabled to be discussed at the May 2013 meeting.

D. Approve Bids for Roof Replacement Project at Hopkins Community Center

Asst. Director Garrison explained that in February the Park District contracted with Wiss, Janney, Elstner Associates, Inc. to develop plans and specifications to replace the roof at the Hopkins Park Community Center.

Garrison noted that due to the weather, the schedule was pushed back and bids were not received until April 9, 2013. Two bids were received and staff was recommending approval of the \$93,136 bid submitted by Tip Top Roofing of Sycamore, IL. The project would include a lifetime shingle.

Commissioner Mason made a motion to approve the contract for the Hopkins Community Center Roof Replacement to Tip Top Roofing in the amount of \$93,136. Commissioner Teboda seconded the motion. A roll call vote was taken and Commissioners Hanson, Young, Mason, Fontana, and Teboda all said yes to the roll call vote.

E. Approve FieldTurf Company's proposal for the Replacement of Synthetic Turf at the Sports and Recreation Center.

Asst. Director Garrison stated that in March, the Board considered three quotes from synthetic turf providers and approved for the District to join The Cooperative Purchase Network.

Garrison further noted that the District had budgeted \$250,000 for the replacement of the synthetic turf project at the Sports and Recreation Center. Staff recommended that the Board approve the \$226,548.65 proposal from FieldTurf.

Commissioner Hanson stated that the replacement of the synthetic turf at the Sports and Recreation Center was an important project that was budgeted for and planned by the Board and staff for numerous years.

Commissioner Teboda made a motion to approve the proposal from FieldTurf USA, Inc. for the installation of the Synthetic Turf at the Sports and Recreation Center in the amount of \$226,548.65. Commissioner Young seconded the motion and all members voted unanimously in favor during a roll call vote.

Asst. Director Garrison noted that the project would be completed this upcoming summer.

F. Approve Intergovernmental Agreement with School District 428 for Purchase of Kiwanis Park

Commissioner Young made a motion to approve Ordinance No. 13-02 authorizing the execution of an Intergovernmental Agreement for the transfer of property and Ordinance No. 13-03 authorizing the transfer of property for the benefit of the Park District. Commissioner Mason seconded the motion and all members voted unanimously in favor during a roll call vote.

President Hanson asked Attorney Rock if the agreement was contingent on the Environmental Study to be performed on the property. Attorney Rock replied yes.

G. Approve Revisions to License Agreement with the Ellwood House Association

Director Capek mentioned that over the next three years, the Ellwood Association will be receiving TIF funds from the City of DeKalb for improvements to the Nehring home that has become property of the Ellwood House Association. The addition of this property, Capek explained, requires that the Association provide five additional parking spaces. Capek further explained that since TIF funds can only be utilized to fund parking on public property, the Association has requested that the five additional parking spaces be added on Park District property at the expense of the Association.

Capek noted that the plan was reviewed and approved by staff and section 3.6 of the License Agreement was changed to allow for this improvement. Also, a revision was also made to section 3.92 to reflect that the Executive Director has been representing the Park District at the monthly Association meetings.

Commissioner Teboda made a motion to approve the revisions in section 3.6 and 3.92 of the License Agreement between the Ellwood House Association and the DeKalb Park District. Commissioner Young seconded the motion and all members voted unanimously in favor.

H. Declaration of Surplus Property: Recreation Department mini-van

Asst. Director Garrison requested that the Board declare "surplus" a 1999 Chevy Venture Van that will be sold through the silent bid process during the surplus equipment sale.

Commissioner Young made a motion to declare the 1999 Chevy Venture Van as surplus property. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

I. Approve Resolution Commending Service of Park Board Commissioner Dave Mason

Commissioner Young made a motion to approve a Resolution commending Commissioner Dave Mason for thirty three and one-half years of service to the DeKalb Park Board of Commissioners. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

Commissioner Mason stated that he has made numerous friends and memories during his thirty three and one-half years of service to the District. Mason spoke about numerous District accomplishments and explained that his intentions were always to make decisions that were in the best interest of the community. He thanked the Board and Staff and stated that he will miss no longer being a part of the Board.

Commissioner Teboda thanked Commissioner Fontana for all his work on the Park District Board.

Commissioner Teboda also thanked President Hanson for all her work, time, emails, and dedication towards the pool and the Nature Trail Restoration projects. He praised President Hanson for her deep love for the community and the DeKalb Park District.

Commissioner Mason also thanked President Hanson for all her dedication and stated that he had a lot of respect for her and all the work she had done for the DeKalb Park District.

VIII. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

After reviewing the financial reports, Commissioner Young stated that he was not comfortable with complete payment of invoice #9678 to PHN Architect. Young stated that the schematic design phase was not 100% complete because the Board had not yet approved a final design.

Attorney Rock stated that according to the invoice, PHN Architects are under the impression that they are 100% complete with the schematic design phase of the pool project, and if the District pays the invoice in full, it will send a message to move forward with the next phase of design development.

Director Capek suggested withholding 20% of the total schematic design phase fee. Commissioner Young suggested 10%.

Commissioner Young made a motion to approve that the District retain 10% or (\$6,585) of the total schematic design phase fee. Commissioner Mason seconded the motion. A roll call vote was taken and Commissioners Teboda, Young, Mason and Fontana voted yes to the roll call vote and President Hanson voted no to the roll call vote.

The Board approved the list of open invoices totaling \$83,824.48, minus \$6,585 from PHN Architect's invoice #9678.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Report

A. IAPD-Dave Mason

No report.

B. Ellwood House-Cindy Capek

No report.

C. Plan Commission- Mike Teboda

No report.

D. Staff Reports

Asst. Director Small reported that the District was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for its comprehensive annual financial report (CAFR).

President Hanson congratulated Asst. Director Small and the finance department for a job well done.

Commissioner Teboda asked how many years was the District a recipient of the Certificate. Small replied that the District was a recipient for 17 years in a row.

X. Adjourn Public Meeting

Commissioner Mason made a motion to adjourn the April 11, 2013 public meeting at 8:12 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.