

DeKalb Park District
May 8, 2014
Study Session

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Dean Holliday, and Keith Nyquist. Commissioner Bryant Irving was absent.

STAFF MEMBERS PRESENT: Interim Director Ochromowicz, Lisa Small, Brad Garrison, Josephine Knoble, Jane Holdridge, Colleen Belmont, Scott deOliveira, Roger Huber, Bill Ryder, Josh Clark, and Autumn Kelly.

OTHERS PRESENT: Park District attorney Jim Rock, Dan Dalziel of 3D Design, Dag Grada, and John Sullivan .

President Phil Young called the May 8, 2014 study session to order at 6:00 p.m. Finance Superintendent Lisa Small noted that Dan Dalziel of 3D Design would be attending the meeting to provide an update on the OSLAD grant. The Board decided to discuss the Dog Park first while waiting for his arrival.

Dog Park

President Phil Young explained that a few years ago community members expressed the need for a dog park. A dog park was established at Katz Park this spring as a temporary solution. Young noted that the Board has received many positive comments pertaining to the temporary dog park and has had numerous requests for the development of a larger, permanent dog park since the current one is highly utilized and too small to accommodate the needs of the community.

President Young explained that the proposed plan being reviewed today, was not created by the Park District, but by a Dog Park Advocate Group who had expressed the need for a dog park a few years ago. The plan, he further noted, was being reviewed for future consideration.

Commissioner Per Faivre asked if the parking lot at Katz Park was adequate to accommodate a permanent dog park of that size. Parks Superintendent Brad Garrison replied that the parking lot was adequate to accommodate the proposed plan.

Commissioner Faivre asked Garrison's opinion on three other park sites within the District that could accommodate the development of a permanent dog park.

Garrison replied that before he could make a recommendation he would prefer to solicit input from District constituents about the type of Dog Park they would like to have. This approach is similar to other District park improvement projects.

OSLAD Grant Update

President Young introduced Dan Dalziel of 3D Design.

Mr. Dalziel explained that he would be reviewing two long range Master Plans to upgrade the entirety of Hopkins Park by utilizing OSLAD grants.

In Concept A, a new entrance at Dresser Road would sweep the road to the East and provide parking to the west of the road and in close proximity to the shelter house and band shell. A new band shell will be oriented North and South at a slant to better serve spectators. The plan, he noted, also included multiple

picnic pod areas, a regional trail connection, a sled hill, a possible skate rink, picnic shelter with storage and bathrooms renovated tennis courts and interpretive signage throughout the park.

In Concept B, the existing road configuration would remain the same, but additional parking would be provided on the east side of the road. A new band shell would be located at a higher elevation with lawn seating and multiple other seating areas.

This plan included multiple picnic pod areas, a regional trail connection, a sled hill, sand volleyball courts, basketball courts, a rain garden, wedding gazebo, and renovated tennis courts.

Mr. Dalziel explained that this first meeting was to determine which amenities the Park Board wanted to include in the first phase of the plan prior to him preparing a price quote for the project.

Commissioner Faivre stated that he liked both concepts and inquired if the development of a second playground was featured in both plans. Dalziel confirmed that it was.

President Young asked about the bathroom/storage building. Dalziel distributed and reviewed the floor plan copy of the bathroom/storage building he was working on for the Lindenhurst Park District.

Commissioner Faivre asked about the additional number of parking spaces both concepts would provide. Dalziel noted that Concept A would provide 130 additional parking spots while Concept B would provide 147 additional parking spots.

President Young noted that the concepts were master plans that could be developed in stages and asked specifically which structures and amenities were being recommended for the first stage. Dalziel replied that the decision was up to the Board, but recommended that at least a new road way, new band shell, additional parking and removal of old structures be part of the initial stage.

President Young asked how many acres of natural green space would be eliminated from Hopkins Park to accommodate either master plan. Dalziel replied that he was not sure, but could provide the Board with that information once the concept plan was revised based upon Board input.

Dalziel stated that after the Board had decided on the amenities, he would prepare a proposal including the cost of each structure and amenity for each phase. The proposal could then be utilized at a public input meeting and again modified at the discretion of the Board.

Commissioner Nyquist expressed his uneasiness with the addition of so many amenities to Hopkins Park.

President Young noted that the Park Board cannot fully rely on grant funding for the entire Master Plan. Dalziel noted that with the approval of a Master Plan the District would most likely receive grant funding for each phase of the process.

Commissioner Faivre noted that he was in favor of both concepts, but felt there was not enough time to gather all necessary data, receive public input, and make a decision before the OSLAD grant application deadline date.

Commissioner Faivre asked about the deterioration rate of the current band shell. Parks Superintendent Garrison explained that the band shell was in need of numerous repairs which did not include the ADA issues that also needed to be addressed. He provided the history of Hopkins Park and noted that this was a good time for the Park Board to consider grant opportunities.

President Young asked about the percentage of the project cost that would be funded by the OSLAD grant, if approved. Dalziel replied that the OSLAD grant would fund 50% of the project.

Dalziel noted that Phase 1 of Concept A would cost approximately \$2,028,000 and Phase 1 of Concept B would cost approximately \$1,800,000. He further noted that Phase 1 could be funded by two grant cycles of \$800,000 each. If approved, the OSLAD grant would fund \$400,000 for each cycle. The Park District would be responsible for the other half or \$400,000 for each Grant cycle.

Garrison explained that the District's half of the funding match would be derived from the District's Capital Fund and the ADA Special Recreation Fund.

President Young expressed that he was surprised to see two different Master Plans of Hopkins Park when he was expecting to only review band shell plans.

Interim Director Ochromowicz thanked Garrison for providing the history of Hopkins Park and the estimated cost to address the ADA issues. In the end, Ochromowicz noted, the cost would be minimal after taking into consideration ADA costs.

Ochromowicz explained that it was important to gather input from the community since the decision could affect other District capital projects for numerous years.

President Young noted that he was not in favor of proceeding with the master plan at this time, until other issues were discussed such as the pool

Commissioner Faivre noted that the Board should keep the option open and take it into consideration.

Garrison suggested a second meeting to discuss numbers in order to have better information before making a final decision.

The study session ended at 7:05 p.m.

**DeKalb Park District
May 8, 2014
Public Meeting**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Dean Holliday, and Keith Nyquist. Commissioner Bryant Irving was absent.

STAFF MEMBERS PRESENT: Interim Director Ochromowicz, Lisa Small, Brad Garrison, Josephine Knoble, Jane Holdridge, Colleen Belmont, Scott deOliveira, Roger Huber, Bill Ryder, Josh Clark, and Autumn Kelly.

OTHERS PRESENT: Park District attorney Jim Rock, Dag Grada, and John Sullivan.

I. Meeting Called To Order and Pledge of Allegiance

President Phil Young called the May 8, 2014 public meeting to order at 7:10 p.m. All present recited the Pledge of Allegiance.

II. Action on the Agenda

Commissioner Keith Nyquist made a motion to amend the May 8, 2014 agenda to reflect the Election of Park Board Officers to take place after the Action on Board Minutes. Commissioner Dean Holliday seconded the motion. Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted unanimously in favor. Commissioner Bryant Irving was absent.

III. Action on Minutes from Previous Meetings:

a. Special Board Meeting of March 31, 2014

Commissioner Per Faivre made a motion to approve the March 31, 2014 special meeting board minutes. Commissioner Dean Holliday seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

b. Special Board Meeting of April 2, 2014

Commissioner Per Faivre made a motion to approve the April 2, 2014 special meeting board minutes. Commissioner Dean Holliday seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

c. Special Board Meeting of April 4, 2014

Commissioner Per Faivre made a motion to approve the April 4, 2014 special meeting board minutes. Commissioner Dean Holliday seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

d. Study Session and Public Meeting of April 10, 2014

Financial Administrator Josephine Knoble noted the following changes/additions to the April 10, 2014 board minutes:

- Page 7- Language would be added under -Action to Authorize the advertisement for the position of Superintendent of Recreation, explaining that the primary reason Interim Director Ochromowicz recommended the position be advertised at this time was to expedite the hiring process and provide ample time for the new Superintendent of Recreation to familiarize themselves with the District, and have input in next year's budgeting process.
- Page 9-In the Invoices Section of the Financial Reports, the minutes will be corrected to note that the Personalized Awards invoice was for the purchase of youth soccer, adult soccer and softball awards.
- Page 9-In the Budget/Actual Report section of the Financial Reports, language will be added to clarify that the Sports & Recreation Center rental revenue budget was adjusted to reflect less usage than in past years, by Northern Illinois Athletics.
- Page 14- Language will be amended to explain that Interim Director Ochromowicz asked that the Board take into consideration the possibility of hiring an outside golf management company to manage the operations of the golf courses and to consider contracting with community/local service groups to manage ball field concessions, since it was not generating any revenue for the District.

President Young asked why the word **not** was bolded and underlined under Action on Purchases over \$10,000. Knoble noted that she would remove the bold and underline.

President Young asked who had commented about rumors regarding the relocation of the Donna tank under the Public Comments of the meeting.

Park Superintendent Garrison said that he thought it was Frank Beierlotzer who had commented. President Young said that it was not Mr. Beierlotzer because they are acquaintances.

Commissioner Dean Holliday asked if the Park Board had tabled hiring an outside golf management company to manage the operations of the golf courses. Knoble replied that Interim Director Ochromowicz suggested that the Board take this into consideration in the future, but there was no action taken pertaining to the golf course operations at this time.

IV. Election of Park Board Officers

Board Commissioner Faivre made a motion to retain Phil Young as Park Board President. Keith Nyquist seconded the motion. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

Commissioner Nyquist made a motion to retain Per Faivre as Park Board Vice-President. Commissioner Holliday seconded the motion. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

Board Commissioner Faivre made a motion to retain Keith Nyquist as Park Board Secretary. Commissioner Holliday seconded the motion. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

Commissioner Nyquist made a motion to retain Dean Holliday as Park Board Treasurer. Commissioner Faivre seconded the motion. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

V. Correspondence

There was none.

VI. Public Comments

DeKalb resident John Sullivan stated that he lived on Fox Hollow and was pleased with the Board's decision to remove the Robert's Park playground. He noted that there have been multiple incidents of vandalism in the park and that on May 1 he witnessed five police vehicles in the area even though the playground is no longer there.

VII. Old Business

a. Action on OSLAD grant for Band Shell Renovation

Commissioner Nyquist made a motion to table the topic and to schedule a meeting for public comments. Commissioner Holliday seconded the motion. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

b. Action on Purchases over \$10,000: 15' Woods Batwing Mower

Superintendent of Parks & Development Brad Garrison explained that the 15' Woods Batwing Mower would replace a 12' Landpride mower which would be traded as part of the purchase. He recommended purchase of the 15' Woods Batwing Mower from Johnson Tractor, Inc. in the amount of \$10,200.

Park Foreman Josh Clark explained the difference between the two pieces of equipment and how the batwing mower would bring improvement to the parks and operations.

Commissioner Holliday made a motion to approve the purchase of the 15' Woods Batwing Mower from Johnson Tractor, Inc. in the amount of \$10,200. Commissioner Faivre seconded the motion. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

c. Action on Purchases over \$10,000: All Purpose Groomer

Garrison explained that currently golf course sand traps and aglime infields are maintained by motorized equipment while playground surfacing is maintained by hand raking. Garrison noted that the square footage of playground surfacing maintained by hand was more than the total square footage of sand traps at both golf courses.

Garrison explained that an All Purpose Groomer would not only maintain the district playgrounds, but would also address ADA scoping requirements, improve children's safety and reduce labor costs.

Garrison recommended purchase of the Super Star LE from Burris Equipment in the amount of \$10,816.

Commissioner Faivre asked about the feasibility of sharing the groomer currently being utilized at the golf courses.

Garrison explained the inefficiencies of sharing this equipment, the issues of maintain playgrounds before they become busy and the need for both departments to have to use the equipment in the morning.

Commissioner Holliday asked if the equipment he was asking was similar to the one utilized at the golf courses. Garrison replied that the golf courses utilize a Sand Pro while the Super Star Le could be used for sand traps, ball fields, grading work and also for playgrounds.

Commissioner Favre made a motion to approve the purchase of a Super Star LE from Burriss Equipment in the amount of \$10,816. Commissioner Nyquist seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

VIII. New Business

a. Action to approve hiring or contracting a Board Secretary

President Young noted that the Board should consider hiring or contracting an individual that would attend Board meetings to record and prepare board minutes. This individual would not be paid per hour, but per meeting.

Attorney Jim Rock noted that state statute requires the Board Secretary to be either a board or staff member, but that the board could contract an individual to record and prepare minutes.

Commissioner Faivre inquired why President Young found it necessary to hire/contract an outside individual to complete board minutes. President Young said he had no comments.

Interim Director Ochromowicz recommended that the Board also approve the expense of contracting an individual to record and prepare the Board minutes since this was not an expense budgeted for in the FY2015 budget. After some discussion, the Board agreed that Commissioner Nyquist would work with Interim Director Ochromowicz on the hiring process.

Commissioner Nyquist made a motion to approve the budget expense of contracting or hiring an individual to work for the board and to record and prepare board minutes. Commissioner Holliday seconded the motion.

Commissioner Faivre voted present. Commissioners Dean Holliday, Keith Nyquist, and Phil Young voted in favor during a roll call vote. Commissioner Bryant Irving was absent.

b. Action on Purchases over \$10,000: Tri Plex Greens Mower for Golf Operations

Commissioner Holliday made a motion to approve the purchase of a Tri Plex Greensmaster 3150Q from Reinders in the amount of \$23,411.44. Commissioner Faivre seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday, and Phil Young voted in favor during a roll call vote. Bryant Irving was absent.

IX. Financial Reports

a. Purchase Orders pgs. 25-30

There were no questions.

b. Invoices pgs. 31-39

Commissioner Faivre made a motion to approve the financial reports, including the open invoices in the amount of \$118,256.05. Commissioner Holliday seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday, and Phil Young voted in favor during a roll call vote. Commissioner Bryant Irving was absent.

c. Budget/Actual Report pgs. 40-82

There were no questions.

X. Committee and Staff Reports

a. Ellwood House

No report.

b. Plan Commission

No report.

c. Pool Committee

Commissioner Faivre explained that the pool committee was in the process of wrapping things up and would be providing a report on their findings for the June meeting.

d. Trails & Trees Committee

Commissioner Nyquist and Holliday inquired about the number of trees that were lost this winter. Park Foreman Josh Clark explained that the district removed between 25-50 trees and that staff was busy planting trees throughout the district.

e. Staff Reports pgs. 83-87

There were no questions.

- X. Adjourn Public Meeting to go in to Executive Session for the purpose of discussing**
- a. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act**
 - b. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act**

Commissioner Faivre made a motion to move into executive session at 7:47 p.m. for the purpose of discussing: a. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act and b. the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act. Commissioner Nyquist seconded the motion.

XI. Reconvene Public Meeting

The Board reconvened the open meeting at 8:40 p.m. and took no action.

XII. Adjourn Public Meeting

Commissioner Faivre moved to end the open meeting at 8:41 p.m. and Commissioner Holliday seconded the motion. All present voted 'aye'.