

**DeKalb Park District
June 9, 2011
Study Session**

BOARD MEMBERS PRESENT: President Mike Teboda and Commissioners Joan Berkes Hanson, Dave Mason, and Matt Volk. Commissioner Phil Young was absent.

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small.

OTHERS PRESENT: Steve Halberg of Bonestroo, Gary Pingel of PHN Architects, Bill Inman of Hitchcock Design, Bob Ijams of Hitchcock Design and Maria Sovan of Hitchcock Design.

President Teboda called the June 9, 2011 study session to order at 5:15 p.m.

Legislative Golf Outing: July 21

Director Capek announced that the IAPD legislative Golf Outing will be held on July 21 and asked that the Board let her know if they were interested in participating in the event.

Master Planning Services

Representatives from Bonestroo, Steve Halberg, Project Manager and PHN Architects, Gary Pingel, Architect were introduced to the Park Board and each gave an overview of their firms and personal planning experience.

Mr. Halberg reviewed how Bonestroo would address the DeKalb Park District's master planning process and named the Bonestroo staff members who would be involved with the project. He also provided examples of how their firm would engage the public, board, and park staff in gathering input.

Challenges and opportunities of the project were highlighted. Mr. Halberg described how the data and observation collected will be used to customize the analysis and address the specific needs of the DeKalb Park District. A Microsoft Access database will be created of all parks, playgrounds and facilities of the District in order to provide access to various queries that can be utilized for prioritizing projects and also for use in developing grant application documents.

President Teboda asked if the input process would involve talking to park maintenance workers. Mr. Halberg replied that it would be helpful to have a park staff focus group meeting to gather ideas.

Mr. Pingel added that it is beneficial to gather information from anyone who uses the facilities. Commissioner Volk inquired about how focus groups would be selected, and how they would balance the different interest groups. Halberg stated that several different group meetings could be held.

Commissioner Mason inquired about specifically addressing the golf courses. Director Capek stated that the RFP (Request for Proposals) that was developed by the DeKalb Park District, did

not include programming or specific facility plans. Halberg said that their plan would include a cursory review of the golf courses and other facilities.

Commissioner Hanson asked what would be the benefits of having a master plan given the limited capital dollars available for the District. Halberg replied that a good master plan will help the District prioritize and get the most out of the capital funds that are available.

Halberg offered to return each year during budget time to review the capital plan to be sure that the plan was still on target and to make adjustments as needed. He also stated that having a master plan placed the District in a better position when applying for OSLAD and other grants.

The Board thanked the Bonestroo representatives for their presentation.

The Hitchcock Design Group was introduced to the Board. Representing their firm were Bill Inman, Project Leader, Bob Ijams, Project Planner and Maria Sovan, GIS Specialist. Mr. Inman provided an overview of their firm and the team that would be assigned to the project.

The experience of Hitchcock's firm, including their background and scale of projects completed, were highlighted.

Bill Inman explained that the software the firm utilizes in the data gathering process, will define deficiencies in the parks. He noted that the master plan document will be fluid and not static. Mr. Inman stated that when IDNR sees a Hitchcock designed plan, they recognize it as a quality design.

The firm will use the input of the Park staff, Board, customers, phone surveys and community workshops. They will also try to address the challenge of engaging the varying ethnicity of the community.

The participation of the District throughout the process will be important, from a board liaison to staff involvement. A template for a master plan document will be used, but will be customized to DeKalb's needs.

Commissioner Volk asked about the development of phone surveys. Mr. Inman replied that he thought it could be developed within their firm based upon their experiences with surveys. He also stated that the 2010 census data would be utilized in the process.

Director Capek asked Inman to explain why it is important for the District to invest in a Master Plan. He answered that their experience brings value and efficiencies to a plan. Also, an independently generated document brings credibility.

President Teboda asked if Park employees will be a part of the process. They replied that it will be a part of the input process.

Commissioner Hanson asked if the scope of the project includes the golf courses. The proposed plan does not. Commissioner Mason inquired if the pool is part of the scope. They replied that it is not.

Director Capek asked if, in their opinion, the plans they develop benefit agencies over time. Inman assured the Board that their firm will return each year to be sure that the plan goals are being incorporated in budget plans.

The Board thanked Hitchcock representatives for their presentation.

The Study Session ended at 7:15 p.m.

**DeKalb Park District
June 9, 2011
Public Meeting**

BOARD MEMBERS PRESENT: President Mike Teboda and Commissioners Joan Berkes Hanson, Dave Mason, and Matt Volk. Commissioner Phil Young was absent.

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small.

OTHERS PRESENT: None.

I. Meeting Called to Order

President Teboda called the June 9, 2011 public meeting to order at 7:22 p.m. Teboda stated that the Board needed to approve an acting secretary for the evening since Commissioner Young was not in attendance.

Commissioner Volk made a motion to approve Commissioner Joan Berkes Hanson as acting secretary. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

II. Approval of Agenda

Commissioner Mason requested that the agenda be amended under Old Business to discuss summer wages for the golf courses.

Commissioner Hanson requested that under New Business the Board discuss the RFP's (Request for Proposals) for the Master Planning Services.

Commissioner Mason made a motion to approve the June 9, 2011 amended agenda. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings

Commissioner Volk made a motion to approve the May 12, 2011 study session and public meeting board minutes. Commissioner Mason seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Commissioner Hanson acknowledged a letter from Patti McAdams, City of DeKalb, thanking Asst. Director Garrison and the Parks, Planning & Development Department for all their work at the Ellwood House in preparation for the Memorial Day services.

The Board thanked Garrison and the PPD Department for an outstanding job.

V. Business from the Floor

There was none.

VI. Old Business

A. Approve Bid for SRC Wall Padding Project

Asst. Director Garrison reported that seven companies had obtained bid documents for the Sports and Recreation Center wall padding project and that a total of 4 bids were received. The bids were opened at 3:15 p.m. that afternoon.

Garrison recommended that the Board approve the lowest bid of \$39,650 submitted by Knight Athletics to pad all 4 walls of the SRC.

Commissioner Mason recommended that the District accept the Alternate #1 bid to pad only two of the walls.

Garrison explained that the American Society for Testing and Materials (ASTM) guidelines were used and that staff recommended that all walls be padded because of safety concerns.

President Teboda was in favor of padding all 4 walls.

Commissioner Mason made a motion to approve the \$39,650 bid submitted by Knight Athletics to pad all 4 walls of the SRC. Commissioner Hanson seconded the motion.

Commissioner Hanson replied yes to a roll call vote.

Commissioner Mason replied yes to a roll call vote.

Commissioner Volk replied yes to a roll call vote.

President Teboda replied yes to a roll call vote.

Commissioner Young was absent.

Commissioner Mason asked when the project would be completed. Garrison replied that it will be completed before the indoor soccer season starts in the fall.

B. Discuss Wages for Summer Employment

Commissioner Mason asked that Director Capek give the Board an update regarding summer golf wages.

Director Capek replied that there were two additional seasonal positions at Buena Vista to cover the vacated full-time golf position. She added that because of 3 floods already this season, revenues were down.

Commissioner Hanson asked if the two additional seasonal people had been hired.

Director Capek replied yes.

Commissioner Mason stated that improvements needed to be made immediately in both the maintenance and marketing of the golf courses.

Commissioner Hanson stated that after a year of transition with staff, this year the deficiencies are a reflection of management. She further stated that she continues to see problems at Buena Vista.

VII. New Business

A. Approve Ordinance 11-05: Prevailing Wage Ordinance

Commissioner Volk made a motion to approve Ordinance 11-05, an ordinance adopting Prevailing Wage Rates. Commissioner Mason seconded the motion and all members voted unanimously in favor.

B. Request for Use of Band shell

The Board reviewed a written request made by Debbie Jones of Debbie's Dance Dimensions for the use of the band shell for a dance performance on Wednesday, June 15 from 6:00-8:00 p.m.

The Board approved the request.

C. Discuss RFP's for Master Planning Services

Director Capek summarized the process utilized to solicit RFP's and evaluate proposals for master planning services. A written summary of firms responding to the RFP was presented.

The Park Board discussed the firms and staff recommended that the firm of Bonestroo be contacted for contract negotiations.

VIII. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

The Board reviewed and approved the list of bills totaling \$107,777.74.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Reports

A. IAPD-Dave Mason

Commissioner Mason reported on several IAPD meetings.

B. Ellwood House-Brad Garrison

Asst. Director Garrison reported that on July 25 the Ellwood House will host "Jazz in the Mansion" and on Sunday, July 3 the Ellwood House would host their annual "Art in the Park" event.

A new summer program called Summer Selections will exhibit books, bindings and bibliographies.

Lastly, it was noted that Scott Tews, the new Ellwood House caretaker, had moved in.

C. Plan Commission- Mike Teboda

No report.

D. Staff Reports

Asst. Director Garrison reported that there have been several water pipe breaks prior to the pool opening. Several have been repaired by plumbing contractors, but further work may need to be completed.

Director Capek reported that the PARC grants were being reviewed at the state level and that status should be known in the next couple of months.

X. Adjourned Public Meeting

At 8:48 p.m. Commissioner Mason made a motion to adjourn the June 9, 2011 public meeting. Commissioner Hanson seconded the motion and all members voted unanimously in favor.