

**DeKalb Park District**  
**June 13, 2013**  
**Study Session**

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

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

**OTHER MEMBERS PRESENT:** District Attorney Jim Rock, Andy Howard of Hitchcock Design Group, Dag Grada, Rich Rice, Debbie Huber, John R. Naples, David Thomas, and Phyllis Franzene.

President Young called the June 13, 2013 study session to order at 6:00 p.m.

**Second Public Meeting for the Planning of Lions Park OSLAD Grant Project**

**Presentation from Architects**

Andy Howard of Hitchcock stated that the first public meeting held at the Lions Park shelter to discuss the renovation plan of Lions Park went well. He noted that the community recommended more walking trails and the removal of disc golf from the plan, since a 9-hole disc golf course was available in close proximity at Prairie Park.

Howard explained that applying for an OSLAD grant for the renovation project of Lions Park would be financially beneficial to the District since the grant was a 50/50 match.

Howard further explained that the proposed plan includes a playground, a rain garden, a half basketball court, existing shelter, trails, a volleyball court, horse shoe courts, and a stone council ring for gatherings or storytelling.

The plan includes an entrance trail leading to the ADA accessible playground and an expansion of the existing parking lot to accommodate double the number of vehicles. The playground area would also be provided with shaded play areas, sensory and sound panels, climbing boulders, and interpretative signage with information on native plants and the environment. Fitness stations would also be provided throughout the trail system of the park.

Lastly, Howard explained that the proposed trail system would be 8 feet wide and approximately 1/3 of a mile in length and would provide safe access throughout the entire park. A second pathway leading to the Sanitary District building would be constructed off of Dawn Court to be utilized solely by Sanitary District personnel.

## **Comments from Board, Staff and Public**

Commissioner Per Faivre inquired as to whether the Board could eliminate an amenity if it decided to do so. Howard replied that the Board could do so, but due to the grant requirements, it would have to replace that amenity with a different one.

DeKalb resident Dag Grada asked about the construction of the pathway leading to the sanitary building. Howard replied that the pathway to the sanitary building would be constructed with a deeper base to accommodate authorized vehicles.

Grada also asked why the District was proposing that the pathway system be constructed as asphalt versus concrete. Howard replied that asphalt was more economically feasible than cement, which is more expensive.

Lastly, Grada recommended that the pathway connection into the park be made closer to Taylor Street instead of nearer to the playground. This, he stated, would prevent cyclists and pedestrians from cutting through the grass to access the pathway as they entered the park.

Howard thanked Grada for the recommendation and stated that he would change the proposed plan to show connectivity closer to Taylor Street.

President Young asked if the basketball goals would be adjustable as the ones installed at Annie's Woods. Asst. Director Garrison replied that the basketball goals at Annie's Woods were not adjustable and would not be adjustable at Lions Park.

President Young expressed concern about the flooding of Lions Park and asked about the longevity of an asphalt pathway versus a cement pathway. Howard replied that cement pathways typically last three times longer than asphalt ones.

Asst. Director Small asked what would keep people from driving cars on the pathway system designated for the Sanitary District. Howard stated that bright yellow drop bars would be installed that could only be dropped by Sanitary District personnel.

Commissioner Nyquist inquired about the amount of grant money the District would be applying for. Howard replied that the renovations would cost approximately \$400,000 with the OSLAD grant providing \$200,000 for the project.

Commissioner Nyquist also asked why numerous projects listed in the Board packet showed no cost, and whether these projects would be completed in-house. Garrison replied that numerous projects would be completed in-house, since a percentage of the DNR grant funds in house labor. Garrison noted that the District could contract the labor, utilize in-house labor or a combination of both. Garrison also explained that several employee wages were budgeted in the capital projects department.

Commissioner Nyquist also asked if the proposed playground structure was comparable to the one at Hopkins Park. Asst. Director Garrison stated that the playground was comparable to the structure erected by staff in one week's time at Annie's Woods. Garrison also stated that by completing projects in-house, the District receives a lot more for its money.

Howard noted that the project was similar to the Annie's Woods renovation project; Asst. Director Garrison stated that once the grant was issued, the District would have to satisfy the components of the grant submittal.

Commissioner Teboda asked if the proposed climbers were a climbing wall. Howard replied that they are not a wall, but climbing boulders.

Commissioner Teboda also asked if the District would still have an area for the ice skating rink. Howard replied that there would be plenty of open space throughout the park that could be flooded in the winter in order to create an ice skating rink.

Commissioner Nyquist asked if there would be removal of trees to accommodate the proposed project. Asst. Director Garrison noted that a few trees would be impacted to accommodate for the parking lot expansion, but the design was made to feature the grove of mature, white pine trees.

President Young thanked Andy Howard of Hitchcock for the presentation.

**DeKalb Park District**  
**June 13, 2013**  
**Public Meeting**

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

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

**OTHER MEMBERS PRESENT:** District Attorney Jim Rock, Andy Howard of Hitchcock Design Group, Dag Grada, Rich Rice, Debbie Huber, John R. Naples, David Thomas, and Phyllis Franzene.

**I. Meeting Called to Order**

President Phil Young called the June 13, 2013 public meeting to order at 7:02 p.m.

**II. Approval of Agenda**

Commissioner Mike Teboda made a motion to approve the agenda. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

**III. Discussion of Open Meetings Protocol**

President Young explained that he attended the City Council meeting and wanted to review the Open Meetings protocol.

President Young explained that in the Board packet was a list of rules that govern how public comments are to occur during a public meeting, and asked that the Board review those rules.

Commissioner Faivre recommended that public comments be limited to 2 to 3 minutes versus 5 minutes.

Commissioner Nyquist also suggested that anyone interested in addressing the Board sign in and explain the topic they wished to discuss with the Board

Asst. Director Small explained that newly elected officials must complete, within 90 days from taking office, the Illinois Attorney General's online training for the Open Meetings Act. She also noted that a certificate of completion should be provided for the District's files.

#### **IV. Approve Minutes from Previous Meetings:**

##### **a. Study Session and Public Meeting of May 9, 2013**

Commissioner Faivre made a motion to approve the study session and public session minutes of May 9, 2013. Commissioner Nyquist seconded the motion and all members voted unanimously in favor.

##### **b. Public Meeting of May 24, 2013**

Commissioner Faivre made a motion to approve the public session minutes of May 24, 2013. Commissioner Nyquist seconded the motion.

Commissioner Teboda stated that, in his opinion, the May 24, 2013 minutes were very vague and provided no information to the public.

President Young noted that the minutes were reviewed by District Attorney Jim Rock.

Commissioners Nyquist, Young, Faivre and Irving voted in favor to approve the May 24, 2013 board minutes while Commissioner Teboda voted not in favor.

#### **V. Correspondence**

Commissioner Nyquist read a letter from Lindsey Engelsman of Re:New DeKalb thanking Asst. Director Garrison and the Parks, Planning, and Development Department for the preparation of the Ellwood House for the Memorial Day services.

Nyquist also read a letter from the DeKalb County Community Foundation thanking the District for their \$6,142.61 contribution to the DeKalb Park District Endowment Fund.

Lastly, a letter was read from the DeKalb Kiwanis Club thanking the District for the purchase of the DeKalb Kiwanis Park.

#### **VI. Staff Service Award: Roger Huber, 35 years**

The Board presented Golf Superintendent Roger Huber with a service award for his 35 years of service to the DeKalb Park District.

Asst. Director Small noted that Huber began his career with the District when he was a very young man and has been instrumental in the evolution of the District's golf courses. She thanked him for his 35 years of service and dedication.

#### **VII. Business from the Floor**

There was none.

## **VIII. Old Business**

### **A. Approve Schematic Designs for Lions Park OSLAD Grant Project**

Commissioner Faivre made a motion to approve the schematic designs for Lions Park's OSLAD Grant Project. Commissioner Teboda seconded the motion.

Commissioners Nyquist, Young, Faivre and Teboda voted unanimously in favor. Commissioner Irving voted not in favor to approve the schematic designs for Lions Park's OSLAD Grant Project.

## **IX. New Business**

### **A. Approve Ordinance #13-02: Prevailing Wage Ordinance**

Commissioner Teboda made a motion to approve Prevailing Wage Ordinance #13-02. Commissioner Faivre seconded the motion. Commissioners Per Faivre, Don Irving, Keith Nyquist, Mike Teboda, and Phil Young voted in favor during a roll call vote.

Asst. Director Small noted that as a public entity, the District is required by law to approve a prevailing wage ordinance that is specific to DeKalb County. She also noted that the approved Ordinance would be recorded with the County.

### **B. Approve Resolution #13-03: Transfer of Funds from Recreation Fund to General Fund**

Commissioner Faivre made a motion to approve Resolution #13-03: Transfer of Funds from the Recreation Fund to the General Fund. Commissioner Teboda seconded the motion. Commissioners Per Faivre, Don Irving, Keith Nyquist, Mike Teboda, and Phil Young voted in favor during a roll call vote.

### **C. Approve Resolution #13-04: Transfer of Funds from Recreation Fund to Debt Service Fund**

Commissioner Teboda made a motion to approve Resolution #13-04: Transfer of Funds from Recreation Fund to Debt Service Fund. Commissioner Nyquist seconded the motion. Commissioners Per Faivre, Don Irving, Keith Nyquist, Mike Teboda, and Phil Young voted in favor during a roll call vote.

### **D. Approve Requests**

#### **i. Ice Cream Vendor for Movies in the Park on June 14, 2013**

Asst. Director Small stated that the District received an email from Nancy Crowe of Cream King, Inc. requesting permission to sell ice cream in Hopkins Park for the Movie in the Park event. Small noted that in the past, Park District Ordinance #07-10, Section 8.30 was enforced and

vendors were typically not allowed to sell on any District property or facilities. The Board did not approve the request.

**ii. Jazz in Progress for Band Shell use on August 21, 2013**

Asst. Director Small explained that a request was submitted for the use of the Hopkins Band Shell by a new not-for-profit, local Jazz group.

Small noted that the group was requesting permission to play Jazz in Hopkins Park on Wednesday, August 21. The event, she noted, would be free of charge and family appropriate.

Commissioner Teboda asked if the District would be advertising the event. Small replied that the District's only involvement was to provide use of the band shell and to advise the local police department of the event. Commissioner Nyquist made a motion to approve the use of the band shell by Jazz in Progress. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**iii. Corn Fest Annual request**

Asst. Director Garrison reviewed the annual Corn Fest request submitted by Corn Fest Chair Lisa Angel.

Garrison reported that the District would be delivering picnic tables, tables, chairs, and golf carts to be utilized during the fest. He noted that Corn Fest Inc. purchased their own sets of bleachers this year and that District staff would be delivering them to the festival since they were being stored by the District.

Lastly, the upper level conference room at the Nehring Center would be utilized during the festivities by two accountants in charge of counting the incoming money during festival hours.

The Board had no questions and was in favor of the requests.

**E. Discussion of Board Member Training Dates**

President Young noted that the Board packet included information on Board responsibilities/guidelines and rules of order for meetings.

Commissioner Faivre noted that he had already registered for an IAPD Board training session.

Asst. Director Small noted that if the Board was interested in a group training session, the funds already paid for Commissioner Faivre could be applied to the group training cost.

The Board decided to email Asst. Director Small with dates they are available for Board training.

## **F. Set Date(s) for Pool Discussion Workshops**

President Young noted that the Board needed to set workshops to discuss the pool project. The Board decided that they would review their calendars and email dates to Asst. Director Small.

## **X. Financial Reports**

### **A. Cash & Investment**

There were no questions.

### **B. Purchase Orders**

There were no questions.

### **C. Invoices**

Commissioner Teboda asked where the \$9,087.00 fence purchased from Northern Illinois Fence was installed. Golf Superintendent Roger Huber noted that the fence was installed at River Heights Golf Course.

Commissioner Teboda also asked about some Board expenses. Asst. Director Small noted that the expenses were for training and supplies.

Commissioner Faivre inquired about a \$20 expense at Ralph's car wash. Asst. Director Garrison noted that the expense was for a car wash by the Executive Director. Commissioner Faivre commented that the District would incur unnecessary expenses if all vehicles were taken to Ralph's Car Wash. Asst. Director Garrison noted that vehicles are typically washed in-house at the Park, Planning, & Development building.

Commissioner Nyquist inquired about a purchase order for Wagner Excavating. Asst. Director Garrison replied that the purchase order was for excavation work to be complete at the Nature Trail.

Commissioners Per Faivre, Don Irving, Keith Nyquist, Mike Teboda, and Phil Young voted in favor during a roll call vote to approve the list of open invoices totaling \$237,171.13.

### **D. Budget/Actual Report**

There were no questions.

## **XI. Committee and Staff Report**

### **A. Ellwood House**

Asst. Director Garrison reported that a DNR grant was awarded to the District for renovations to the Ellwood House water tower.

### **B. Plan Commission**

There was no report.

### **C. Staff Reports**

HPCC Director deOliveira reported on the slow start of the pool due to the weather, but also noted that the Community Center was booked every weekend until November.

Golf Course Superintendent Huber gave a brief overview on the golf courses and on the new golf course websites.

Program Director Belmont reported on a new skate program being held at the Skate Park, various summer camps, and the upcoming 4<sup>th</sup> of July celebration.

Asst. Director Small reported that the finance department had just completed another successful audit and thanked Josephine Knoble and Autumn Kelly for their work.

Small also informed the Board that the IAPD/IPRA legislative golf outing was scheduled for Thursday, July 18, and asked that the Board let her know if they were interested in attending.

Commissioner Teboda asked about an incident that occurred at River Heights Golf Course. Asst. Director Small noted that the incident was reported to PDRMA and to the District attorney, and that staff followed the recommendations given by both parties to handle the situation.

Commissioner Irving commended Golf Superintendent Huber for the way he handled the situation.

Asst. Director Garrison stated that staff was asked to explore economical options for donating trees to the District. The current option cost \$600 and included the tree, planting, memorial plaque on a concrete pedestal and a 10-year warranty. Garrison recommended a second option that would cost \$200. The second option would include the tree, planting, and a certificate of appreciation with no guarantee of replacement.

The Board was in agreement with the recommendation to offer both Options as part of the DeKalb Park District's Tree Donation Program.

**XII. Move to go into Closed Executive Session for the purpose of:**

- a. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section (C)(1) of the Illinois Open Meetings Act.**
- b. Discussing the purchase or lease of real property for the use of the public body, including whether a particular parcel should be acquired pursuant to Section (C)(5) 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 the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section (C)(1) of the Illinois Open Meetings Act, and for the purpose of discussing the purchase or lease of real property for the use of the public body, including whether a particular parcel should be acquired pursuant to Section (C)(5) of the Illinois Open Meetings Act. Commissioner Nyquist seconded the motion and all members voted unanimously in favor.

**XIII. Reconvene Public Meeting**

The Board reconvened into the public meeting at 8:38 p.m.

**XIV. Approve Items Discussed in Executive Session**

There was no discussion.

**XV. Adjourn Public Meeting**

Commissioner Irving made a motion to adjourn the June 13, 2013 public meeting at 8:39 p.m. Commissioner Faivre seconded the motion and all members voted unanimously in favor.