

**DeKalb Park District  
September 12, 2013  
Study Session**

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

**STAFF MEMBERS PRESENT:** Interim Director Lisa Small, Asst. Director Brad Garrison, Colleen Belmont, Jane Holdridge, Roger Huber, Josephine Knoble and Bill Ryder.

**OTHER MEMBERS PRESENT:** District Attorney Jim Rock, Scott Zak-WLBK, Justyn Miller-NIU student, Dean Holliday, and Dave Patzelt-Shodeen.

President Phil Young called the September 12, 2013 study session to order at 6:00 p.m.

**Irongate Discussion**

President Young stated that park staff and the Park Board had met several times to discuss the Irongate Development proposal and noted that the proposed development was submitted to the City to be reviewed by the City Council at their next meeting.

Commissioner Per Faivre explained that at the last Park District Board Workshop, Dave Patzelt of Shodeen reported that he would not be making further changes to the plan. Faivre was pleased to see that some changes were made and noted the repositioning of the park and school properties adjacent to each other on the NW side of the plan and also the increase in size of the School District property from 8 to 11 acres.

The board asked Dave Patzelt of Shodeen to review the changes made to the plan.

Patzelt noted that plan #4 was the most current version and noted changes to the plan as follows:

- Positioning of the school and district property on NW side of plan to North & South versus East & West with a decrease in size to the proposed park property from 9 to 7 acres and an increase in size to the proposed school property from 8 to 11 acres
- The 3.1 acre park was increased in size to 5.5 acres with streets on two sides
- The NE property was reduced in size from 9.4 acres to 8.7 acres

He also noted that he would be losing 6 additional lots to meet the park and school districts' requests.

Commissioner Faivre stated that the Board was working to reach an agreement with Shodeen.

Patzelt noted that he has made numerous changes to the original plan to accommodate the Park District and described the evolution of the plans and the changes made to those plans.

Commissioner Faivre noted that residents would not be pleased with an active park in their backyard and that it was the Board's responsibility to ensure that proper recreational facilities were provided within all developments.

Patzelt disagreed with Commissioner Faivre and stated that as a developer, residential properties connected to a park are of greater value.

Commissioner Nyquist noted that, in his opinion, one of the District's best parks was Huntley Park. Huntley Park, he explained, is completely surrounded by streets and homes in that neighborhood face the park. In his opinion, residential properties facing a park offer the same value as those that are connected to a park.

Commissioner Teboda noted that he was not pleased with the loss of 2 acres from the originally proposed 9 acre park.

President Young asked where the Park District was gaining additional acreage. Patzelt stated that 2 acres was removed from the original proposed 9.0 acre park, but 2.4 acres was added to the originally proposed 3.1 acre park, increasing it to 5.5 acres.

Asst. Director Garrison was pleased that the school district property was increased to 11 acres, since the Land/Cash Ordinance specified that school properties be a minimum of 11 acres.

Garrison further explained that parks maintained and owned by the District and that are adjacent to schools have become an extension to those school properties, and are often utilized to accommodate mostly school activities. Garrison noted that it should not be the Park District's mission to develop park land for School District programs.

Commissioner Nyquist asked about the NE park and why it had been reduced in size. Patzelt noted that he added three more lots to the proposed development since he had to increase and make modification to other park sites.

President Young noted that Patzelt had made some of the changes requested by the Park Board, and in his opinion, surrounding the 5.5 acre park entirely by streets could bring the Board to accepting the plan.

Asst. Director Garrison reviewed the phasing plan for the development and noted that the Land/Cash Ordinance valued park land at \$100,000 per acre and required 5 acres per 1,000 population for neighborhood parks and 6.5 acres per 1,000 for community parks. Garrison noted that he divided the development into neighborhoods and determined the residential density based upon the total housing units contained within each neighborhood. He also calculated the minimum neighborhood park acreage required for each neighborhood based upon the population density as specified in the Land/Cash Ordinance. He reported that according to the specifications in the Land/Cash Ordinance, the proposed Shodeen plan did not provide adequate neighborhood park acreage or community park acreage. Garrison further commented that the developer was offering two parks that provided a total of 7.6 acres of parkland in the center of the development, but based upon the population density the neighborhood required 9.5 acres dedicated toward neighborhood park and over 12 acres

toward a community park. Garrison also mentioned that the neighborhood located on the Southwest side of the development required 3 acres of neighborhood park and over 4 acres of community park. Garrison mentioned that the board could convert some park land to cash for park development. He also stated that he wanted the Board to have appropriate information before voting on the plan and voiced concern about meeting park and recreational needs.

Garrison also explained that the District has to abide by regulations set by its risk management agency, PDRMA. PDRMA, he noted, regulate the distances in which amenities can be placed from a street.

President Young inquired about the sidewalk through the 4.5 acre park located on the SW side. Garrison noted that the sidewalk would be approximately ¼ mile long and was unnecessary since a pathway was already located on the west side of that park.

Garrison explained that the District was responsible for the maintenance of numerous acres throughout the community and spoke about the acceptance of unusable park land from developers through the years, and the cost to maintain them. He provided Devonaire Farm Park as an example and noted the inadequate planning of that development.

President Young asked if the County Trail connected into the park. Garrison noted that it could.

Commissioner Faivre inquired if Patzelt was willing to make any additional changes to the plan. Patzelt replied that he was done with making changes and that Plan #4 was the plan the City Council would be reviewing at their next meeting.

The Board then discussed each park individually.

Commissioners Teboda and Young were in favor of combining the 2.1 and 5.5 acre parks and surrounding it by streets.

The Board was in agreement with accepting the 10.9 acre central park without the pond or land between the pond and residential property and the street.

The Board was not in favor of accepting the .96 acre and 2.83 acre park land located on SW side of the development.

Commissioner Nyquist noted that the District might consider accepting the .96 and 2.83 acre parks if there were other modifications made to the plan as requested by the Board.

The Board was in favor of the 8.7 acre park site on the NE side of the development without the dry retention pond.

Garrison expressed concern for the safety of the neighborhood children with a main road located within the 8.7 acre park.

Interim Director Small asked Patzelt if the development of a dog park in the dry retention pond within the 8.9 acre park would be acceptable to the residents of that area. Patzelt replied that it would be acceptable.

Interim Director Small stated that in her opinion, the proposed plan provides adequate park space within the development. She noted that the 2.1 acre and 5.5 acre parks are only two blocks away from each other and do not necessarily have to be combined into a single park. The parks could be developed with amenities for different age populations. Small recommended that the Board look at the plan in blocks and explained that a park can be reached from anywhere in the subdivision by only walking one or two blocks.

Garrison stated parks should be located so that access does not require children to cross busy streets and that as a father of four children he felt that there were serious safety concerns with children crossing Normal Road in order to access their neighborhood park.

### **Capital Projects Planning**

Interim Director Small noted the information in the Board packet regarding District fund balances, the current approved capital budget detail for FY2014, and proposed budget details for FY2015-FY2018. She also noted a separate report which incorporated schedules on asphalt seal & striping, asphalt paving, vehicle & equipment replacement, playground replacement, ADA compliance projects, and capital needs by departments.

Small noted that many of these reports have been distributed to the Board in the past, but were incorporated in a single report to assist with capital discussions to be scheduled in the next few months.

The study session was adjourned at 7:02 p.m.

**DeKalb Park District  
September 12, 2013  
Public Meeting**

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

**STAFF MEMBERS PRESENT:** Interim Director Lisa Small, Asst. Director Brad Garrison, Colleen Belmont, Jane Holdridge, Roger Huber, Josephine Knoble, Bill Ryder, and Roger Olsen.

**OTHER MEMBERS PRESENT:** District Attorney Jim Rock, Justyn Miller-NIU student, Jennifer Diedrich-DeKalb County Economic Development Group, Paul Borek-DeKalb County Economic Development Group, Jared Heyn, Janet Berkes, David Patzelt, Dean Holliday and Bryant Irving.

**I. Meeting Called to Order and Pledge of Allegiance**

President Phil Young called the September 12, 2013 public meeting to order at 7:07 p.m.

**II. Approval of Agenda**

Commissioner Keith Nyquist made a motion to approve the September 12, 2013 agenda. Commissioner Mike Teboda seconded the motion.

Commissioner Don Irving requested the Board discuss potential improvements to the River Heights Clubhouse under the New Business portion of the agenda.

Commissioner Per Faivre made a motion to approve the September 12, 2013 amended agenda. Commissioner Keith Nyquist seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meetings:**

**a. Study Session and Public Meeting of August 8, 2013**

Commissioner Keith Nyquist made a motion to approve the study session and public session minutes of August 8, 2013. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

**b. Special Park Board Workshop of August 21, 2013**

Commissioner Nyquist made a motion to approve the special park board workshop minutes of August 21, 2013. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

**c. Special Park Board Workshop of August 28, 2013**

Commissioner Nyquist made a motion to approve the special park board workshop minutes of

August 28, 2013. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

#### **IV. Correspondence**

Commissioner Nyquist noted that a \$1,000 donation was made to the DeKalb Park District from the DeKalb Corn Classic Race.

He also read a proclamation from DeKalb Mayor John Rey recognizing the Park District for its service to the "America in Bloom" tour of the City of DeKalb.

#### **V. Business from the Floor**

Resident Janet Berkes addressed the Board regarding the proposed Hopkins Park Pool project and requested answers to the following three questions:

- Were there any plans to spend the capital savings set aside for the pool project?
- What was the Board's action plan for the pool project?
- When will the citizens of DeKalb be allowed to give input on the proposed design of the pool?

Berkes stated that she provided her contact information to staff, but has yet to receive a response. Interim Director Small noted that she has Berkes's contact information.

#### **VI. Old Business**

##### **A. Approve Irongate Land/Cash Contribution Preliminary Plan**

Commissioner Per Faivre asked Dave Patzelt of Shodeen if he would be willing to make any changes to the proposed parks, as discussed by the Park Board during the study session. Patzelt noted that he would not be making any more changes.

President Young asked District attorney Jim Rock if the Board could accept portions of the proposal or if it had to be accepted in its entirety. Rock replied that the Board could accept portions of it.

Commissioner Faivre made a motion to approve the Irongate Land/Cash Contribution Preliminary Plan. Commissioner Nyquist seconded the motion.

The Board then decided to review and discuss each park as follows:

- 7.0 acre park -acceptable
- 2.1 acre park-acceptable
- 5.5 acre park-acceptable
- 10.9 acre park-acceptable, but without the water pond and land between residential homes and the pond and without the land between the pond and street on north and

south side of the pond. Also, the park property line would begin 6 feet away from the high water mark

- 4.5 acre-acceptable and included the wetland
- .96 acre park-not acceptable
- 2.83 acre park-not acceptable
- 8.1 acre park-acceptable, but without the open water pond, the land around the pond and land to the south and east of the pond. This park would also include a pathway to be installed on the north side of the park to link with the Nature Trail on the east side of North First Street. The District would also agree to accept the dry retention pond located within the park, but will not count the acreage towards the total land contribution. The retention pond will also be re-shaped and made narrower to add additional park space on the east side of the pond and for connection to potential future park land.

Commissioner Nyquist made a motion to approve the amended Irongate Land/Cash Contribution Preliminary Plan as listed above. Commissioner Faivre seconded the motion.

Commissioners Faivre, Irving, Teboda and Young voted yes during a roll call vote. Commissioner Nyquist voted no during the roll call vote.

#### **B. Approve Renewal of 2010 Intergovernmental Property Tax Abatement Agreement**

Interim Director Small introduced Jennifer Diedrich, Economic Development Coordinator with the City of DeKalb and Paul Borek of the DeKalb County Economic Development Corporation and explained that they were invited to answer questions the Board might have in regards to the Intergovernmental Property Tax Abatement Agreement.

Jennifer Diedrich stated that the DeKalb County Economic Development Corporation is dedicated to bringing quality, commercial growth to DeKalb County. In 2004, the City assembled a tax abatement agreement in order to attract new businesses to the community by offering tax incentives. In 2010, the agreement was renewed for an additional three years, but was now due to expire at the end of this year. She requested that the Board continue their support of the agreement.

Diedrich reviewed the property tax abatement analysis provided in the Board packet and noted that 1,042 jobs were created in the community in 2012.

Paul Borek explained and reviewed the tax incentives being offered by competing communities such as Rockford, Dixon, Rochelle, Joliet, New Lennox, Belvidere/Boone County Enterprise Zone, and Minooka.

Borek reported that the Park District had received a total of \$185,784.79 in cumulative revenues to date from the tax abatement agreement, and provided data on the revenues also received by the other participating taxing bodies.

Commissioner Nyquist asked about the total amount of money the District has foregone since the adoption of the agreement. Diedrich and Borek replied that they did not have that figure, but they could contact the County Treasurer's office to obtain that information.

Interim Director Small noted that the companies listed in the analysis report probably would not have located in DeKalb County without the tax incentives they were offered, so "foregone" tax revenues are not certain since there would be no tax revenues if the companies had not located in DeKalb.

Commissioner Nyquist asked if companies are meeting the wage rate requirement as explained in the agreement. Borek stated that that is one of the important criteria for the abatement.

Commissioner Teboda made a motion to approve renewal of the 2010 Intergovernmental Property Tax Abatement Agreement. Commissioner Faivre seconded the motion.

Commissioners Faivre, Irving, Nyquist, Teboda and Young voted in favor during a roll call vote.

#### **C. Approve Bids and Award Contract for Ellwood House Water Tower Roof-Museum Grant Project**

Asst. Director Garrison reported that seven bid packets were distributed to various interested parties for the Water Tower Roof Replacement Project and that three bids were opened at 10:00 a.m. on Thursday, September 12, 2013.

Garrison noted the project budget was \$35,000 and that staff recommends that the contract be awarded to the lowest bidder, Tip Top Roofing in the amount of \$25,725.00.

Commissioner Teboda inquired about the high bid submitted by DRAX and why it was much higher than the other bids. Garrison replied that the cost of their plywood materials was much higher.

Commissioner Teboda made a motion to approve the bid and award the contract for the Ellwood Water Tower Roof Replacement Project to Tip Top Roofing in the amount of \$25,725.00. Commissioner Nyquist seconded the motion.

Commissioners Faivre, Irving, Nyquist, Teboda and Young voted in favor during a roll call vote.

#### **D. Approve Final Payment to PHN Architects**

Interim Director Small recommended that the Board approve the final payment to PHN Architects in the amount of \$6,585.00. Small noted that submitting final payment for the work

performed on the schematic designs, did not mean that the District was proceeding with the project and that PHN Architects were aware that the plan was on hold at the moment.

Commissioner Teboda made a motion to approve final payment to PHN Architects for the schematic designs, in the amount of \$6,585.00. Commissioner Nyquist seconded the motion.

Commissioners Faivre, Irving, Nyquist, Teboda and Young voted in favor during a roll call vote.

## **VII. New Business**

### **A. Approve Resolution #13-05: Resolution to Hold a Public Meeting Concerning the Intent of the Board of Park Commissioners of the DeKalb Park District to sell \$1,200,000 Limited Tax Park Bonds**

Interim Director Small explained that the Limited Tax Park Bonds are utilized to pay for the Sports and Recreation Center debt and the remaining portion is utilized for capital expenditures district wide.

Small noted that by law, the District is required to hold a public hearing and recommended that the hearing be scheduled for October 10, 2013 at 7:15 p.m. The public hearing, Small also noted, will be advertised in local newspapers.

Commissioner Faivre made a motion to approve Resolution #13-05: Resolution to Hold a Public Meeting Concerning the Intent of the Board of Park Commissioners of the DeKalb Park District to sell \$1,200,000 Limited Tax Park Bonds on October 10, 2013 at 7:15 p.m. Commissioner Irving seconded the motion.

Commissioners Faivre, Irving, Nyquist, Teboda and Young voted in favor during a roll call vote.

### **B. Revise Personnel Policy 3-19: Policy on Discipline**

Interim Director Small noted that the language that was bolded and underlined on page 47 of the Board packet was provided by District Attorney Jim Rock to be added to Policy 3-19: Policy on Discipline. This language, Small noted, was added under the Review of Dismissal portion of Policy 3-19, and stated that the Executive Directors' decision to dismiss an employee was final unless the employee requested a review by the Board.

Commissioner Young asked that the last phrase in the first paragraph under Review of Dismissal stating "The Executive Director's decision shall be final." be removed from that paragraph.

Commissioner Nyquist made a motion to approve the revisions to Personnel Policy 3-19: Policy on Discipline. Commissioner Faivre seconded the motion.

Commissioners Faivre, Nyquist, Teboda and Young voted in favor during a roll call vote. Commissioner Irving was not present during the roll call vote.

### **C. Executive Director Search Process**

Interim Director Small reported that staff had researched Executive Search Firms in the Chicago land area and that three firms were identified as most qualified to conduct the search process for a Park District Executive Director. Small noted that Voorhees Associates, Hazard, Young, Attea & Associates, and the Illinois Association of Park Districts (IAPD) were most experienced with Park Districts and local government agencies.

Small recommended that the Board interview representatives from each firm. President Irving spoke about compiling criteria for what the Board is looking for in an Executive Director.

Interim Director Small recommended that a firm be selected first and the criteria be compiled after recommendations from the hired firm.

Commissioner Nyquist recommended that the Board interview all firms on the same day.

Small recommended a total of one hour per firm and stated that she will compile a schedule of dates and times.

### **D. River Heights Clubhouse Renovation**

Commissioner Irving proposed that the River Heights clubhouse be remodeled to attract more people and additional events.

Irving proposed new flooring, a lower bar counter, the addition of used bar stools and a television over the bar area.

Irving noted that the project should not take more than 60 days to complete and would modernize the facility.

Golf Course Superintendent Roger Huber recommended the lowering of the bar counter be completed first and that the stove be changed from electric to gas. Food & Beverage Administrator Jane Holdridge noted the burns on her arms from the electric grill.

Commissioner Faivre stated that it would take more than \$10,000 to give the River Heights Clubhouse a "County Club feel" and that the Board would have to determine if the project would be cost effective.

Irving stated that the work could be completed in-house by the Parks, Planning and Development staff and would not be too costly.

Interim Director Small reported that two years ago the Parks, Planning, & Development staff replaced flooring, removed wallpaper, remodeled bathrooms, painted, and finished doors at the River Heights Clubhouse.

Asst. Director Garrison also noted that the clubhouse was also furnished with new tables and chairs.

Commissioner Young asked that staff provide an analysis on the potential payback time, since the rental of the clubhouse facility is limited by the fifty two weeks in a calendar year.

## **VIII. Financial Reports**

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

There were no questions.

### **B. Purchase Orders**

There were no questions.

### **C. Invoices**

Commissioner Nyquist inquired about a \$1,463.64 payment to TBC for a laptop. Small stated that the invoice included software and setup costs. The laptop, she noted, would be utilized for training and presentations district wide.

President Young asked if the District was still in possession of a projector. Small noted that the projector was a bit old, but still in good condition.

Asst. Director Garrison noted the \$191,061.92 payout made to FieldTurf USA, Inc. for the synthetic turf project at the Sports and Recreation Center.

Commissioner Faivre made a motion to approve the list of open invoices totaling \$302,784.55. 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. Budget/Actual Report**

There were no questions.

## **IX. Committee and Staff Report**

### **A. Ellwood House**

Asst. Director Garrison reported that the "Wine on the Terrace" event was scheduled at the Ellwood House on Saturday, September 14 from 4-7 p.m.

### **B. Plan Commission**

There was no report.

### **C. Staff Reports**

Program Director Colleen Belmont noted that summer classes and camp were completed and that new fall programs would be beginning next week.

Golf Course Superintendent Roger Huber reported on a complaint from a homeowner who lives along hole #7 Buena Vista. The homeowner's complaint was in regards to the netting that was installed to help prevent arrant golf shots. Huber noted that he would be meeting with Interim Director Small to discuss the issue.

Asst. Director Garrison reported that staff was working on projects at the Ellwood House and the numerous ADA projects throughout the district. He reported that the ADA sidewalk connections to the ball fields at McCormick Park were completed in house and looked great.

Garrison also expressed concern in regards to the property encroachment issues District wide. President Young asked Garrison his opinion on how the problem could be handled. Garrison stated that it was important to be good neighbors and recommended that the each encroaching resident be spoken to face to face by Park District staff and that the conversation be followed by a letter reviewing the conversation and specifying a date of when all personal property be removed from District property.

President Young requested that staff complete a District wide assessment of the encroachment issues and also recommended that the District contact the City of DeKalb to inquire how they approached their encroachment issues.

Commissioner Nyquist recommended that staff develop an encroachment policy.

Asst. Director Garrison also reported that \$5,000 was budgeted to address tree issues throughout the District and recommended that that budget be increased to acquire more trees this year.

Garrison also informed the Board that the Trails & Trees Committee had discussed that the Nature Trail restoration plan not be implemented. Garrison noted that the plan was never formally approved by the Park Board and that the Trails & Trees Committee was recommending that the trail be allowed to grow natural, but park staff would continue with the removal of grape vines and tall growing trees. Garrison also noted that for the safety of its users, district staff would continue to remove overhanging branches and keep clear those areas where the trail meets roadways. Lastly, he mentioned that the committee recommended that the Nature Trail Restoration Plan be removed from the District website.

Interim Director Small reported that the bench dedication in Hopkins Park for retired Kishwaukee SRA Director Suzie Zeeh was held on Wednesday, September 11. Many were in attendance to honor her and her service to KSRA for over 25 years.

Small also reported that the District hosted the first DeKalb Middle School cross country meet at Hopkins Park and that the fourth consecutive Cycle Cross event would be held in Hopkins Park in October.

She also reported that Tails had held their first Mutt Strut event at Hopkins Park. Program Director Belmont, she noted, attended the event to promote the District's dog obedience classes and that the event incorporated a 5K run/3K walk, obstacle courses and multiple vendors promoting dog related items and food.

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

**a. Discussing the minutes of Executive Sessions pursuant to Section 2(C)(21) of the Illinois Open Meetings Act**

Commissioner Nyquist made a motion to move into Executive Session at 8:20 p.m. for the purpose of discussing the minutes of Executive Sessions pursuant to Section 2(C) (21) of the Illinois Open Meetings Act. Commissioner Irving seconded the motion.

Commissioners Faivre, Irving, Nyquist, Teboda and Young voted in favor during a roll call vote.

**XI. Reconvene Public Meeting**

Commissioner Faivre made a motion to reconvene into the public meeting at 9:18 p.m. Commissioner Irving seconded the motion.

Commissioners Faivre, Irving, Nyquist, Teboda and Young voted in favor during a roll call vote.

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

**A. Approve Executive Session Minutes from August 8, 2013**

Commissioner Faivre made a motion to approve the Executive Session minutes from August 8, 2013. Commissioner Teboda seconded the motion.

Commissioners Faivre, Irving, Nyquist, and Young voted in favor during a roll call vote. Commissioner Teboda voted no to the roll call vote.

**XIII. Adjourn Public Meeting**

Commissioner Teboda made a motion to adjourn the September 12, 2013 public meeting at 9:22 p.m. Commissioner Irving seconded the motion and all members voted unanimously in favor.

