

**DeKalb Park District  
November 8, 2012  
Study Session**

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

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Josephine Knoble, and Bill Ryder.

**OTHERS PRESENT:** David Patzelt of Shodeen, Derek Hiland of City of DeKalb, DeKalb residents Darlene Larson, Bill Colvin, Linda Buhr, Norden Gilbert, Dave Melms, Jenny Franzene, Don Franzene, Phyllis Franzene, Bessie Chronopoulos, Dean Holliday, Connie Holliday, Dan Carl, Dave Wallin, Ron Naylor, Kerry Larson, and Dag Grada.

President Joan Berkes Hanson called the November 8, 2012 study session to order at 5:56 p.m.

**Discussion of Irongate and Fairview Developments-Dave Patzelt, Shodeen**

Director Capek introduced David Patzelt of Shodeen. Patzelt stated that the calculated park land acreage for the Irongate Development required to be conveyed to the District, in order to comply with the Land/Cash Ordinance, was approximately 49 acres.

Patzelt reviewed a proposed 8.4 acre park. Approximately 4 acres of this park would be usable land. The rest of the area consisted of dry and wet detention of which 2 acres would be wet detention.

Director Capek asked Patzelt who would be responsible for the detention areas. The storm water storage areas, he replied, would be a responsibility of the Homeowners' Association. Capek informed the Board that the District did not have to accept retention or detention areas.

Patzelt reviewed the location of three neighborhood/pocket parks. Two of the pocket parks were 1.4 acre in size and the third was 1.3 acre in size. He also reviewed the 7.7 acre park that was incorporated in the former plan. This was modified to accommodate staff suggestions from previous meetings. Capek informed the Board that the District's policy was not to accept land donations of less than 2 acres.

Patzelt also reviewed the location of a proposed 13.3 acre park that included a pond.

Commissioner Teboda stated that he would not be in favor of accepting the pond as part of the Land/Cash agreement and therefore only 9.3 acres of the proposed 13.3 acres would be considered.

Commissioner Mason inquired about trails throughout the development. Patzelt explained that the dotted line in the plan was the location of the bike path. The City, he added, was requiring connectivity of the pathway. Patzelt proposed that the path located within park properties be

maintained by the District. Pathways outside of parks would be maintained by the Homeowners' Association.

President Hanson asked about a portion of green space located north/east of the development. Patzelt stated that that area would be designated as common area for the homeowners and the responsibility of the Homeowners' Association.

The board noted that the total number of acres being proposed was 22 acres of land and did not meet the approximately 49 acres required by the Land/Cash Ordinance.

Patzelt stated that the remaining requirement would be paid to the District in cash. He noted that the value of land was not equal to the Land/Cash Ordinance value of \$100,000/acre and was proposing \$15,000/acre.

Director Capek explained that the land would need to be appraised by an independent appraiser and then approved by the City of DeKalb.

President Hanson inquired about the slopes of the proposed parks. Patzelt provided preliminary slope and direction of the slopes for each of the proposed parks. Final topography maps will be prepared at a later time.

Director Capek stated that the Board would evaluate the proposal.

Hiland from the City stated that a public hearing was scheduled for November 28 and that the City was scheduled to vote on annexation at their meeting in January 2013.

Patzelt then presented the Board with the proposed plans for the Fairview Drive Development located on the corner of Fairview Drive and Route 23.

Patzelt was proposing two options; a 6.6 acre park which included a wetland bottom pond and a less than one acre park.

Commissioner Teboda asked when the development was scheduled to be approved by the City of DeKalb. Patzelt replied that a workshop to discuss the development was scheduled for December 6.

Commissioner Teboda inquired about retention/detention areas. Patzelt explained how detention and retention areas work.

The Board would further review the proposed plans and thanked Patzelt for his presentation.

### **Open Meetings Act Training Reminder**

Director Capek reminded the Board to complete the Open Meetings Act training that was available online.

## **IPRA/IAPD Conference Registration**

Director Capek noted that the 2013 IAPD/IPRA conference would be held at the Hyatt Regency in Chicago from January 24-27 and asked that the Board email her if they were interested in attending.

## **Summer Program Statistics (Informational)**

Director Capek reviewed the summer program information and noted that there were challenges with the aquatic program due to the extended school district spring schedule of 2012. This resulted in fewer swim classes and therefore lower participation and revenue for the Park District.

Capek also noted that numerous spring and summer programs were offered in gymnastics and tumbling, but due to the loss of an instructor, many sessions had to be cancelled. Refunds were given to all participants and the contractual company providing the services reimbursed the District for the instructor fees.

There were questions about the flex pass and Capek explained that the flex pass never expired and was designed to give the pass holder the flexibility to participate in as many exercise classes in a session on any given day/time without restrictions.

The study session ended at 6:55 p.m.

**DeKalb Park District  
November 8, 2012  
Public Meeting**

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

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Josephine Knoble, and Bill Ryder.

**OTHERS PRESENT:** DeKalb residents Darlene Larson, Bill Colvin, Linda Buhr, Norden Gilbert, Dave Melms, Jenny Franzene, Don Franzene, Phyllis Franzene, Bessie Chronopoulos, Dean Holliday, Connie Holliday, Dan Carl, Dave Wallin, Ron Naylor, Kerry Larson, and Dag Grada.

**I. Meeting Called to Order**

President Hanson called the November 8, 2012 public meeting to order at 7:01 p.m.

**II. Approval of Agenda**

Commissioner Young made a motion to approve the November 8, 2012 agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

Commissioner Mason made a motion to remove Item I-Golf Operations Capital Financing and to move up Item G-Appointment of Asst. Secretary and Treasurer to be in the first position on the agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meeting**

**A. Study Session and Public Meeting of October 11, 2012**

Commissioner Mason made a motion to approve the study session and public board meeting minutes of October 11, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

There was none.

**V. Business from the Floor**

President Hanson asked if there was any business from the floor.

DeKalb resident Bill Colvin expressed his concern about the Kiwanis Park property being proposed for development. Colvin stated that in his opinion a commercial and residential development on Fairview was not appropriate and was in favor of maintaining the area as it is.

He recommended that the City of DeKalb, School Board and Park District slow down the process and make the right decision for the community.

DeKalb resident Bessie Chronopoulos stated that she was shocked that the District could ever agree or consider having the Kiwanis Park property developed. Chronopoulos noted that she was in possession of a petition with over 150 signatures from the community opposing the developed of the Kiwanis Park property. Chronopoulos asked that the District not support the School Districts' plan to sell the property and that it fight to maintain an area that is heavily utilized by the community for recreational purposes.

DeKalb resident Darlene Larson stated that there are hundreds of people using that park space besides the over 750 AYSO soccer participants. Larson stated that the area does not have proper drainage and that the plan to develop it into a residential and commercial area was not in the best interest of the community. Larson stated that there are numerous commercial spaces on the south side that have been vacant for years and that the addition of more commercial space was not a well thought out idea. Larson asked that the Park District slow down and look at ways to maintain the area as is.

Director Capek noted that the Park District was just recently informed of the School District's intention to sell the land. Capek reminded those present that the Park District had no control over the decisions being made by the School District and City of DeKalb.

DeKalb resident and AYSO Commissioner Norden Gilbert stated that AYSO has been very lucky to have had such a wonderful area where all AYSO participants could play soccer. Norden requested that the Park District take a more active role in the preservation of the area. He noted that over 750 kids participate in the AYSO program and encouraged that the Park District find a way to purchase the land and preserve it for recreational services.

DeKalb resident Ron Naylor stated that he was a supporter of the School District, but was very disappointed on how the situation has been handled by the School District. He also expressed that he was disappointed that the Park District was not discussing ways to secure the land versus listening to Shodeen and their proposed plans on the development of the area. As a private citizen he was willing to work with the Park District and City on ways that the area could be secured and maintained as is.

President Hanson noted that this was the first time that the Park Board has discussed the Fairview Development Plans and she first became aware of the intentions of the School Board from the newspaper article in the Daily Chronicle.

Director Capek explained that Park District staff was approached by the School Board President and the Superintendent of Schools at the end of September, regarding their intention to sell the Kiwanis Park land.

Commissioner Teboda stated that speaking as a resident of that area he was not in favor of the proposed Fairview Development.

Teboda noted that the area was heavily utilized and that he was not in agreement with taking away a recreational area from over 750 AYSO kids and from the community.

Lastly, Teboda stated, that he first heard about the School District plans to sell the area from the Daily Chronicle article and then from an email.

DeKalb resident Kerry Larson stated that this was the first opportunity the community has had to express their opinions about the proposed development and thanked the Park Board for listening to citizen comments.

President Hanson stated that the Park Board appreciated the comments and would keep an open mind while moving forward.

## **VI. Old Business**

### **A. Approve 2013-2014 Golf Fee Schedule**

Director Capek noted that the changes recommended at the last meeting by the Board to the proposed 2013-2014 Golf Fee Schedule were made.

Commissioner Teboda made a motion to approve the 2013-2014 Golf Fee Schedule for FY2014 as outlined by staff. Commissioner Young seconded the motion and all members voted unanimously in favor.

## **VII. New Business**

### **A. Appointment of Assistant Secretary and Assistant Treasurer**

Director Capek explained that the Park Code was modified to allow for the appointment of an Assistant Secretary and Assistant Treasurer in the event that the Secretary and Treasurer were unable to perform the duties of the office.

Commissioner Young asked for clarification. Director Capek stated that if a board member was ill or absent, the Assistant Secretary and Assistant Treasurer would sign in place of the Secretary and Treasurer in order to prevent the delay on processing of documents that require official signature.

Commissioner Young stated that he was not in favor of the proposal and felt that slowly the Board was being stripped of their duties. He noted that the Board was elected by the community and that officer positions were voted within the Board and should be retained by the Board.

Assistant Director Small explained that Chapman & Cutler, legal firm in Chicago and the District's bond counsel recommended this change to the Park Code due to the fact that the processing of important documents was being delayed due to the absence of Secretaries and Treasurers.

The Board agreed that in the absence of the Secretary of Treasurer during a Board meeting, the Board will vote and give that duty to a different member for that evening.

Commissioner Young made a motion to appoint Commissioner Mason as Acting Treasurer in the absence of Commissioner Fontana for the November 8, 2012 Board meeting. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

Director Capek noted that she needed to be appointed as Acting Secretary in order to accept Board Election petitions. Commissioner Teboda made a motion to appoint Director Capek as Assistant Secretary from December 17-December 24 to accept board election petitions. Commissioner Mason seconded the motion and all members voted unanimously in favor.

#### **B. Approval of Ordinance #12-10: Annexations**

Director Capek reviewed the properties being annexed.

Commissioner Teboda made a motion to approve Ordinance #12-10, an ordinance annexing certain property into the DeKalb Park District. Commissioner Young seconded the motion and all members voted unanimously in favor during a roll call vote.

#### **C. Approve Ordinance 12-11: Tax Abatement**

Asst. Director Small stated that each year the District abates the taxes previously levied for the Alternate Revenue bond because we have other sources of revenue to pay the debt on the bond.

Commissioner Mason made a motion to approve Ordinance #12-11, an ordinance abating the tax heretofore levied for the tax year 2012 to pay debt service on \$3,180,000 General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2005 of the DeKalb Park District. Commissioner Teboda seconded the motion and all members voted in favor during a roll call vote.

#### **D. Approve Ordinance 12-12: Ordinance providing for the issue of Limited Tax Park Bonds, Series 2012, for Park Improvements and for the Payment of Outstanding Alternate bonds**

Asst. Director Small reported that the ordinance on page 34 of the Board packets was a rough draft. One of the local banks was not able to participate at the quoted interest rate.

Commissioner Mason made a motion to approve Ordinance #12-12, an ordinance providing for the issue of \$1,160,000 Limited Tax Park Bonds, Series 2012, of the DeKalb Park District, DeKalb County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds. Commissioner Young seconded the motion and all members voted in favor during a roll call vote.

#### **E. Approve 2012 Tax Levy Estimate**

Asst. Director Small stated that the District received from the County the estimated 2012 EAV. The estimate included approximately \$5 million for new construction. The tax levy will increase approximately \$65,000 from the new construction and a 3% CPI adjustment. The 2012 Tax Levy will be available in ordinance form and will be brought back to the board for approval in

December. The tax levy estimate will also be available on the District website for 30 days for the community to review.

Commissioner Teboda made a motion to approve the 2012 Tax Levy estimate. Commissioner Young seconded the motion and all members voted unanimously in favor.

#### **F. Reschedule January Board Meetings**

Commissioner Teboda made a motion to reschedule the regular meeting of January 10, 2013 to January 9, 2013 with the Study Session at 6:00 p.m. and the Public Meeting at 7:00 p.m. and the special meeting of January 17, 2013 to January 16, 2013 at 5:30 p.m.; and to begin the December 6, 2012 special park board meeting at 6:30 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.

#### **G. Proposed Revisions to Personnel Policy 6-12: Use of Park District Facilities and Programs**

The Board reviewed Commissioner Teboda's recommendations for seasonal employee use of park district facilities.

First recommendation: Seasonal employees working a minimum of 10 hours per week for one to two seasons should receive the benefit of utilizing park district facilities three times a week. Golf cart fees would be the responsibility of the employee. (Facilities include golf courses, driving range, aquatic center, Haish fitness center, and SRC walk program.)

Second recommendation: Seasonal employees working a minimum of 10 hours per week for their third or fourth season should receive the benefit of utilizing the above mentioned facilities at no charge. Golf cart fees would be the responsibility of the employee.

Third recommendation: Seasonal employees working a minimum of 10 hours per week for five or more seasons should be allowed to utilizing the above mentioned facilities at no charge. Golf cart fees for the employee only would be at no cost.

Commissioner Teboda stated that the District's most valuable assets are its employees and strongly encouraged that the Board take into consideration his recommendations.

Commissioner Mason noted that staff is compensated with wages for the work that they perform for the District and felt that benefits were a privilege and not to be expected.

Commissioner Young stated that he was in favor of the recommendations.

Commissioner Teboda also recommended that the Board reimburse seasonal employees who purchased a pass midway through the season a full refund or a fifty percent refund.

President Hanson stated that she was not in favor of refunding those seasonal employees because the policy established by the Board was not being followed at the golf course. Those seasonal employees purchased golf passes when the policy was finally enforced in the middle of the season. Commissioner Mason was also not in favor of reimbursing the seasonal employees.



Staff was directed to look at the number of staff a change in policy would affect and how a program to monitor benefits could be implemented.

The board will revisit the issue at the December meeting. No action was taken.

**H. Appointment of Delegate(s) to the Annual Business Meeting of IAPD on 1/26/13**

Commissioner Young made a motion to approve Cindy Capek as the delegate to the Annual Business Meeting of the Illinois Association of Park Districts on January 26, 2013 and Lisa Small as the alternate delegate. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**I. ADA Transition Plan Projects for FY2014**

Director Capek reviewed the ADA Transition Plan projects for FY2014. She noted that the estimated cost, excluding paving projects, was approximately \$140,000-\$150,000.

Commissioner Young made a motion to approve the ADA Projects for FY2014 as presented and detailed in the District's Transition Plan. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**J. Recommendations for OSLAD Grant Project**

Director Capek stated that the District was currently working on the Annie's Woods park renovation project. The project was being funded by a 50% matching OSLAD grant. The project was estimated to be completed in the spring of 2013 with grant reimbursement thereafter. Director Capek recommended that the District pursue an OSLAD grant for the development of Lions Park and that \$150,000-\$200,000 be allocated in the capital projects budget for FY 2014-2015. The existing play structure would be replaced to meet accessibility requirements and a new plan for the park would be developed.

Capek also requested that she be allowed to work with the City of DeKalb to determine whether David Drive could be closed.

The Board was in agreement and gave Director Capek permission to move forward with the OSLAD grant request and discussions with the City.

**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 total list of bills totaling \$74,433.80.

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

There were no questions.

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

### **A. IAPD-Dave Mason**

President Mason reported that he would be attending the IAPD/IPRA Annual Conference in Chicago in January.

### **B. Ellwood House-Cindy Capek**

Director Capek reported that the Ellwood House Holiday Open House was scheduled for December 7-9.

### **C. Plan Commission**

No report.

### **D. Staff Reports**

Athletic Director Ryder stated that fall ball had ended and he was in the process of preparing for the indoor soccer season.

## **X. Adjourn Public Meeting**

Commissioner Mason made a motion to adjourn the November 8, 2012 public meeting at 8:43 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.