

**DeKalb Park District
November 14, 2013
Study Session**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Keith Nyquist and Mike Teboda. (Commissioner Don Irving was absent)

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

OTHER MEMBERS PRESENT: John Tobias, Sarah Tobias, Dag Grada, Debbie Edmonds, Brenda Maratto, Mike Carpenter, Sam Morreale, Phyllis Franzene, Don Franzene, Patrick Nichols, and Sue Nichols.

President Phil Young called the November 14, 2013 study session to order at 6:00 p.m.

River Heights Clubhouse Improvements Plan

Interim Director Lisa Small noted that last month the Board was presented with the renovation plan of the River Heights clubhouse bar and discussed the overall project and the equipment for the project. Since then, Small noted, the plan was slightly amended to provide detail regarding the cost of in-house labor.

Golf Course Superintendent Roger Huber noted that \$1,800 was budgeted for a laminate bar top or \$5,500 for a granite bar top.

President Phil Young asked for clarification on the items to be purchased from Wal-Mart. Asst. Director Brad Garrison noted that the items were two 40" flat screen televisions.

Asst. Director Garrison also explained that 250 staff hours were budgeted for the labor to be performed by the District's capital projects team.

President Young asked about the time frame of the project. Asst. Director Garrison replied that the project was scheduled to be completed in January.

Commissioner Mike Teboda noted that the River Heights Clubhouse had more than enough tables and chairs to accommodate anyone who wanted to eat lunch in the clubhouse and that the District's mission was not to operate a bar. He stated that he was not in favor of the purchase of bar stools. Commissioner Per Faivre agreed with Commissioner Teboda.

President Young asked about the number of bar stools being requested. Golf Course Superintendent Huber replied eight.

President Young also agreed that the Clubhouse was not a bar and was utilized for golf and events. He was also in agreement with the removal of the bar stools from the plan.

There was also discussion in regards to the flooring in the kitchen, front of the bar, and the entrance from the bar.

President Young was in favor of replacing the flooring to provide better accessibility to the bar area.

Commissioner Faivre asked about the intended location of the televisions. GC Superintendent Huber replied that they would be placed on the back wall behind the bar.

Commissioner Teboda asked about the method of funding the project. Interim Director Small stated that it was proposed that the project be funded with a low interest commercial loan to be paid off in the next three to four years.

Huber noted that the reason for the renovations was to make the clubhouse more accessible.

President Young asked about the interest rate for the loan. Interim Director Small stated that the District has a great relationship with several local banks and estimated the interest rate on the loan to be as low as 3%-4%.

Commissioner Nyquist asked about the number of events held at the clubhouse each year. Huber replied approximately 50 events were held at the clubhouse per year.

President Young inquired about the fee to reserve the RH Clubhouse. Food & Beverage Administrator Jane Holdridge reviewed the fee schedule.

President Young noted that the District should save on the additional interest cost and pay for the total project out of capital funding.

Interim Director Small noted that the golf courses are set up an enterprise fund to allow service fees to support golf course operations.

Dog Park Plan

President Young stated that in 2010 the Board had received input from the public and discussed the possibility of a dog park.

Interim Director Small noted that until a more permanent location is identified, staff was proposing a temporary solution at Katz Park.

Small noted that she and Athletic Director Bill Ryder identified that the ball diamond located north east of the skate park is no longer being utilized due to a decrease in participation in the District softball leagues.

Small noted that staff was proposing that the 1.2 acre ball diamond be utilized to accommodate large dogs, and a second, smaller area adjacent to that ball diamond, approximately one tenth of an acre in size, be fenced in to accommodate smaller dogs. Entry for both areas, she noted would be near the bleachers.

Small noted that staff would be happy to work with dog owners and wanted to bring forth this idea for Board consideration.

Small also noted that the cost for the entire project, including signage, was estimated at approximately \$3,000.

Small explained that staff would also follow PDRMA's model and recommendations in regards to the operation of dog parks. PDRMA, she noted, is the District's risk management agency and they are very familiar with the operation of dog parks.

President Young asked if users should be required to sign a waiver. Asst. Director Garrison explained that signage would inform users that they would be utilizing the facility at their own risk.

President Young also asked about repairs to the ball diamond if it were to be needed. Asst. Director Garrison noted that the turf will continue to be irrigated and staff would follow a turf maintenance program.

Commissioner Nyquist asked when the park could be ready for use. Asst. Director Garrison replied that if the plan was approved, he would order the materials immediately and hopefully have the fence posts installed before the ground freezes.

Commissioner Nyquist asked about the need of that softball diamond. Asst. Director Garrison stated that participation in the softball program has been down for several years and that according to Athletic Director, Bill Ryder, there is no need for that field at this time.

Commissioner Teboda asked about the possible smell, noise, and/or interference a dog park could pose during games. Interim Director Small stated that usage could be restricted during games if necessary. Lastly, Small stated that there are several issues staff might have to address, but felt that overall this was a good temporary location for a dog park that is much needed in our community.

Roberts Park Update

Interim Director Small reported that she contacted NIU and spoke to Jeffrey Daurer. Daurer explained that the University was not interested in relocating the Roberts Park playground anywhere on their property, and that the University would be in favor of its removal since it does not meet their mission.

Small explained that staff was recommending removal of the playground next fiscal year as part of the District's capital projects.

President Young asked about the sidewalk between the properties. Asst. Director Garrison stated that the sidewalk was owned by the District and could be removed if the Board wanted to.

Asst. Director Small explained that she requested that NIU provide the District with a letter expressing their position on the Roberts Park playground.

Small also recommended that if the playground was approved for removal, staff could begin exploring other areas for the installation of a new playground to serve the residents in that area.

Commissioner Teboda requested that the District invite the neighbors of that area to a meeting to discuss/comment on the plans and future of Roberts Park.

The Board proposed that an invitation be extended to attend the December meeting.

The study session ended at 6:57 p.m.

**DeKalb Park District
November 14, 2013
Public Meeting**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Keith Nyquist and Mike Teboda. (Commissioner Don Irving was absent)

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

OTHER MEMBERS PRESENT: John Tobias, Sarah Tobias, Dag Grada, Debbie Edmonds, Brenda Maratto, Mike Carpenter, Sam Morreale, Phyllis Franzene, Don Franzene, Patrick Nichols, and Sue Nichols.

I. Meeting Called to Order and Pledge of Allegiance

President Phil Young called the November 14, 2013 public meeting to order at 7:00 p.m.

II. Approval of Agenda

Commissioner Keith Nyquist made a motion to approve the November 14, 2013 agenda. Commissioner Mike Teboda seconded the motion.

Interim Director Small requested removal of New Business Item C: Annexation Ordinance since Attorney Jim Rock advised that there were no properties to annex.

Commissioner Nyquist made a motion to approve the amended November 14, 2013 agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings:

a. Special Meeting of October 9, 2013

Commissioner Mike Teboda made a motion to approve the special meeting minutes of October 9, 2013. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

b. Study Session and Public Meeting of October 10, 2013

Commissioner Mike Teboda made a motion to approve the study session and public session minutes of October 10, 2013. Commissioner Per Faivre seconded the motion.

Commissioner Keith Nyquist requested that the minutes under New Business Item C: Establish a Park District Pool Committee be amended to say that the Committee will have six months to gather data, analyze it, and compile final reports in regards to the pool, but would not be making any recommendations.

Commissioner Nyquist made a motion to approve the amended study session and public session minutes of October 10, 2013. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

c. Special Meeting of November 6, 2013

Commissioner Mike Teboda made a motion to approve the special meeting minutes of November 6, 2013. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Commissioner Nyquist reviewed a letter from Dan Kenney, Director of the DeKalb County Community Gardens, asking the Board to consider the removal of the gazebo at Eden's Garden and to replace it with a community garden. The gazebo, he noted, is often misused by older teenagers and residents of that area were interested in a vegetable garden for their neighborhood.

Commissioner Nyquist then reviewed a letter from Jo-Anne Naples requesting that the Board take into consideration erecting a Little Free Library Box on District property. The box would contain free books for anyone to read.

V. Business from the Floor

Resident Dan Kenney introduced himself and asked that the Board take into consideration his request to assist the Eden's Garden residents with establishing a vegetable garden in place of the gazebo. He explained that he works closely with Kish Health and would be happy to provide those residents with nutritional fresh vegetables.

Asst. Director Garrison confirmed that the Gazebo at Eden's Garden is often vandalized and staff has experienced problems with that park in the past.

DeKalb Resident Brenda Carter explained that she is in favor of a dog park in the community and was pleased that the Board was considering establishing one. She also noted that dog park users typically clean up after their dogs and that dog parks are usually not an environment of barking dogs. She noted that dog parks are safer for dogs and their owners since accidents occur on roads and streets.

DeKalb Resident John Tobias expressed his appreciation with the District's plan to establish a temporary dog park at Katz Park. He noted that starting small would be a good learning curve for the District and the community until a more permanent location could be identified.

President Young thanked everyone for their comments.

VI. Old Business

A. Approve Engagement of Executive Director Search Firm

President Young reported that the Board had met in a special meeting on November 6, 2013 to discuss the three firms they had interviewed and that the Board was ready to make a decision.

Commissioner Faivre made a motion to approve the appointment the search firm Hazard, Young, Attea (HYA) for the Executive Director search. Commissioner Teboda seconded the motion. Commissioners Per Faivre, Keith Nyquist, Mike Teboda, and Phil Young voted yes during a roll call vote.

B. Approve Dog Park Plan

Commissioner Nyquist made a motion to approve the Dog Park plan at Katz Park. Commissioner Faivre seconded the motion.

Commissioner Teboda stated that he hopes to see Katz Park full of softball players as in the past, but a good use of the facility at the present time.

Commissioners Per Faivre, Keith Nyquist, Mike Teboda, and Phil Young voted yes during a roll call vote.

There was a round of applause.

C. Review River Heights Clubhouse Improvements

Commissioner Faivre recommended that the bar stools be removed from the River Heights Clubhouse improvement plan and also suggested that 50% of the project be funded by the capital projects fund and the other 50% be funded by the enterprise fund obtaining a low interest commercial loan.

GC Superintendent Huber asked which bar top the Board wanted to include in the plan. Commissioner Faivre suggested the laminate bar top for \$1,800.00

Commissioner Nyquist made a motion to approve the River Heights Clubhouse Improvement plan to also include the laminate bar top and a toe rail but to exclude the purchase of the bar stools. Commissioner Faivre seconded the motion.

Commissioners Per Faivre, Keith Nyquist, Mike Teboda, and Phil Young voted yes during a roll call vote.

VII. New Business

A. Commissioner Irving

President Young announced that Park Board Commissioner Don Irving had passed away last week and that even though he had only served six months, it had been a pleasure working with him.

Commissioner Nyquist and Commissioner Faivre also shared their sentiments in regards to working with Commissioner Irving and noted that his humor would be missed.

B. Appoint a Temporary Board Treasurer

Commissioner Faivre made a motion to appoint Commissioner Mike Teboda as temporary Board Treasurer. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

C. Approve Ordinance 13-07: Tax Abatement Ordinance

Interim Director Small explained that Ordinance 13-07 abates taxes for the year 2013 to pay debt service on the \$3,180,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2005.

Commissioner Nyquist made a motion to approve Ordinance 13-07: Tax Abatement Ordinance. Commissioner Teboda seconded the motion.

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

D. Approve Ordinance 13-08: An Ordinance Providing for the Issue of \$1,185,000 General Obligation Limited Tax Park Bonds, Series 2013, of DeKalb Park District, DeKalb County, Illinois, for the Payment of Land Condemned or Purchased for Parks, for the Building, Maintaining, Improving and Protecting of the Same and the Existing Land and Facilities of the District and for the Payment of Certain Outstanding Bonds of the District, and Providing for the Levy of a Direct Annual Tax to Pay the Principal and Interest on said Bonds

Interim Director Small reviewed Ordinance 13-08 and recommended approval by the Board.

Commissioner Faivre made a motion to approve Ordinance 13-08: An Ordinance Providing for the Issue of \$1,185,000 General Obligation Limited Tax Park Bonds, Series 2013. Commissioner Teboda seconded the motion.

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

E. Approve 2013 Tax Levy Estimate

Interim Director Small distributed a worksheet for the 2013 tax levy and explained that the District is tax capped, but allowed to capture new construction and 1.70% of CPI. She noted

that the estimated figure for new construction was provided by the County and that the shaded area on the worksheet provided information on the calculated tax levy per fund and the tax levy increase of \$27,369 or 1.13%.

The tax levy estimate would be available for the public to view for thirty days on the District website or in person at the Administration office, and the Tax Levy Ordinance would be approved next month.

Commissioner Teboda made a motion to approve the 2013 Tax Levy Estimate. Commissioner Faivre seconded the motion.

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

F. Approve Projects/Purchases over \$10,000

1. Nature Trestle Bridge Abutments Repairs

Asst. Director Garrison explained that staff was seeking authorization to make repairs to the nature trestle bridge abutments that have eroded and could pose a safety concern. Staff was seeking approval from the Board to award the work of repairing the abutments to Elliott & Wood for the amount of \$17,926.60.

Garrison explained that the work would include the installation of gabion baskets to stabilize the abutments and that the work could be performed in the next few weeks. He also noted that the bridge would be closed during the work and the closing of the bridge would be posted on site and on the District website.

Commissioner Faivre made a motion to approve the Nature Trail Abutment repairs and to award the work to Elliott & Wood for the amount of \$17,926.60. Commissioner Teboda seconded the motion.

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

2. Purchase of Parks Maintenance Equipment

Asst. Director Garrison explained that \$35,000 was originally budgeted in the Capital Projects Fund to purchase a used backhoe for the Parks Planning and Development Department. However, the 1986 backhoe was extensively repaired this year and seemed to be holding up. Staff was seeking authorization to purchase the following equipment with a portion of those funds: sand Pro, UTV, and snow removal equipment.

Commissioner Teboda asked what type of snow removal equipment the PPD department was requesting.

Asst. Director Garrison stated that he would like to purchase a motorized snow removal vehicle appropriate for snow removal on pathways and 5' sidewalks. Staff currently utilizes a 1997 New Holland mower with a blade attachment and a variety of hand held attachments. Garrison

noted that the amount of sidewalk areas that require snow removal has significantly increased over the past few years, and staff has had to do a considerable amount of hand shoveling.

Commissioner Faivre asked that staff research one piece of equipment with several attachments that could satisfy multiple jobs.

President Teboda suggested that staff purchase the snow removal equipment at this time.

Commissioner Faivre asked Garrison if the Board could postpone their decision until next month in order to research other options, and Garrison agreed.

3. Engineering for Paving River Heights Parking Lots and Building Surrounds

Asst. Director Garrison explained that staff was seeking authorization from the Board to initiate engineering services with Missman, Inc. in the amount of \$8,550 to determine the scope and costs for paving work at River Heights Golf Course.

Garrison further explained that the resurfacing of the asphalt parking lots was identified in the paving schedule and that the scoping issues were identified as part of the ADA audit and needed to be corrected as part of the District's ADA Transition Plan.

Interim Director Small also noted that the work would help solve the water flow issues in the parking lots.

Commissioner Nyquist made a motion to approve the Engineering work for Paving the River Heights Parking lots and Buildings Surrounds to Missman, Inc. in the amount of \$8,550. Commissioner Faivre seconded the motion.

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

VIII. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

Commissioner Nyquist asked staff to clarify a \$9,917.80 payout to Markstaar. Asst. Director Garrison replied that the invoice was for ADA drinking fountains.

Commissioner Teboda made a motion to approve the list of open invoices totaling \$182,429.02. Commissioner Faivre seconded the motion.

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

D. Budget/Actual Report

Commissioner Teboda noted that the legal expense line item in the Administration Department General Fund was almost double the budgeted amount.

Interim Director Small explained that there were some unforeseen expenses associated with personnel, the purchase of Kiwanis Park and the Sanitary District Intergovernmental Agreement.

Commissioner Teboda remarked that the Board should keep closer track of the legal expense line item.

IX. Committee and Staff Report

A. Ellwood House

Asst. Director Garrison reported that the Ellwood House Holiday Event was scheduled from December 6-8.

B. Plan Commission

There was no report.

C. Pool Committee

Commissioner Faivre reported that the pool committee has met several times to review the history of the pool and in the process of gathering facts and community input. Faivre noted that the meetings were open to the public and that any community member could give their input by visiting the District's website and submitting an e-mail.

D. Trails and Trees Committee

Commissioner Nyquist reported that the Trails and Trees Committee would be contacting the DeKalb County Forest Preserve to discuss their decision to pull out of the Nature Trail restoration plan.

He also reported that the Committee would be meeting the following day to discuss the best route with the least environmental impact for the pathway link from the lagoon at NIU through Prairie Park.

E. Staff Reports

Program Director Belmont reported that most programs were doing well and noted that the Breakfast with Santa event was scheduled for Saturday, December 7 from 9-11am at Hopkins

Park. Kids will be engaged in a series of Christmas crafts while enjoying donuts, juice and a visit from Santa Clause.

GC Superintendent Huber reported that Buena Vista Golf Course closed on October 31 and staff was busy with sand trap renovations, tree planting and winterization of the courses. Golf operations and recommendation for next season, he noted, would be discussed at the December meeting.

Athletic Director Ryder reported that Fall Softball had ended and the indoor soccer program was in full swing. He also reported that he has received numerous positive comments in regards to the newly replaced indoor turf.

HPCC Director & Marketing Coordinator Scott deOliveira explained that the Hopkins Pool Report was intended to provide an overview of the 2013 season and identify ways to improve operations for the upcoming seasons.

deOliveira noted that the 2013 pool season began with very cool temperatures which impacted attendance and pool pass sales which were down 23% from 2012. He also noted that the Facebook pre-season pass sale promotions lead to a 120% increase in the number of season passes sold prior to opening day or 34% of all pass sales in 2013.

deOliveira reviewed the pool budget, attendance by month for the past 6 years and percentage of pool passes sold by type in 2013.

DeOliveira noted that overall staff had performed well and that he was looking forward to many of them returning in 2014.

Asst. Director Garrison reported that staff had completed aerifying and a variety of other turf applications, cleaning equipment and District gardens, removing trees, planting trees, and winterizing HVAC systems throughout the District.

Garrison also reported that staff had re-graded the area designated for ice skating at Lions Park and were ready to make ice when weather permits.

Garrison then reported that the Ellwood water tower roofing project was completed by Tip Top Roofing, iron gates were restored By Alfredo's Iron Works and staff planted a butterfly garden, poured concrete sidewalk sections, relocated informational signs, and installed a bench.

Garrison noted that many positive comments have been received in regards to the projects performed at the Ellwood House and that staff will continue with carpentry repairs, painting and the installation of an iron support beam under the stairs.

Staff was also working on the CCTV system installation at the SRC and Haish Gym and on replacing the basketball goals at Hopkins Park.

Lastly, Garrison stated that the Lions Park OSLAD grant project was presented to the IDNR Review Committee in Springfield on October 29 by Interim Director Small and commended her on a job well done.

X. Adjourn Public Meeting

Commissioner Faivre made a motion to adjourn the November 14, 2013 public meeting at 8:11 p.m. Commissioner Nyquist seconded the motion and all members present voted unanimously in favor.