

**DeKalb Park District
January 9, 2013
Study Session**

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

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Colleen Belmont, Scott deOliveira, Jane Holdridge, Roger Huber, Josephine Knoble, Bill Ryder, and Craig Wilson.

OTHERS PRESENT: Gretchen McClearly, Don Irving, Bryant Irving, Dan Seymour, Virginia Seymour, Janice Owens, Cher Johnson, Peter Johnson, Judy Suter, David Breed, Todd Thompson, Laurie Erdmann, Art Erdmann, Tom Kirts, David Cleary, Ron Cress, Laura Smart, Patty Ruback, Pattie Nyquist, Courtney Marshall, Keith Nyquist, Dean Holliday, John Rey, Rich Rice, Bessie Chronopoulos, Angela Bollinger, Jane Levinsky, Marvin Levinsky, and Jill Duchnowski of the Daily Chronicle.

President Joan Berkes Hanson called the January 9, 2013 study session to order at 6:00 p.m.

Review Capital Projects Fund Budget for FY2014 and Comparison of the 2011 Five Year Capital Plan to the 2012 Five Year Capital Plan

President Hanson noted that the Board was further reviewing the District's capital projects fund budget for FY2014 since the Board had recently decided to acquire Kiwanis Park and to move forward with the construction of a new aquatic facility.

Director Capek noted that adjustments were made to the budget to accommodate the expenses of a new \$6 million aquatic center and reviewed the capital funds available for the next six years until the Sports and Recreation Center debt is paid off in 2019. She noted that staff has allocated money from other revenue sources in order to complete ADA projects, renovate parks, etc. Staff will hold back the replacement of two scheduled playgrounds, but pursue grant money to cover a major renovation of Lions Park. Capek noted that funds have been shifted and projects adjusted in order to maintain a healthy fund balance in the capital projects fund.

Commissioner Teboda inquired if the turf at the Sports & Recreation Center will be replaced this year. Director Capek replied yes and noted that the District has saved and planned for the replacement of the turf for several years.

President Hanson asked which two playgrounds were pushed back in order to accommodate the aquatic center project. Assistant Director Small replied Roberts Park and Shipman Park.

Commissioner Young asked if staff had a back plan in the event it did not receive grant money for the renovation of Lions Park. Director Capek replied that staff would re-evaluate the project and could defer it or replace/renovate certain areas of the park versus renovating the entire park.

Commissioner Mason asked that Capek review the golf course operations budget line items and inquired about funds budgeted for HVAC expenses. Director Capek noted that the HVAC budget was for future improvements at River Heights. She also noted that the maintenance shop at Buena Vista had mold issues that needed to be addressed this year.

Commissioner Mason asked if the District would have fewer capital projects dollars available in the next five years due to the construction of the new aquatic center. President Hanson replied no and that the District would be utilizing ADA money to complete ADA related projects and will be utilizing funds from other revenue sources.

Director Capek stated that staff was waiting for financing information regarding the aquatic center debt. The information will show interest rates, principal, and interest cost for the project.

Commissioner Hanson explained that projects were being shifted in order to accommodate the construction of the pool. Asst. Director Small agreed and explained that with virtually no EAV growth, this is the only way the District could fund the pool project.

Director Capek noted that the District would continue to purchase equipment, make repairs and renovations throughout the District.

Commissioner Young stated that the five year capital planning comparison was helpful and provided the Board with a complete picture. He also stated that he was pleased that the capital projects fund would maintain an adequate fund balance and in agreement with moving forward with the construction of a new aquatic center.

Commissioner Mason asked when the pool would be paid off. Asst. Director Small replied that it would be paid off in FY2036.

Commissioner Teboda thanked staff for all their work.

Review the Chronology for the Replacement of Hopkins Pool

Director Capek reviewed the chronology of the decision making for the replacement of the Hopkins Aquatic Center as follows:

In November 2008, the Hopkins Park Aquatic Center Facility Audit Report was completed with recommendations from Williams Architects that the 34 year old pool needed to be replaced and approaching the end of its life.

In March 2009, the District entered into contract with PHN Architects to develop a \$15 million conceptual plan for the replacement of the Hopkins pool. The plan was to re-locate the facility in Hopkins Park and to include a lazy river and other amenities.

In February 2010, the Park District Board went to referendum requesting the community to approve \$15 million for the construction of a new Hopkins Park Aquatic Center. The referendum failed.

In August 2010, staff submitted a PARC grant request for the replacement of the Hopkins Pool in the existing footprint since relocation of the pool was too expensive. The PARC grant would have covered 75% of the project and the remaining 25% would have been funded by the District.

In October 2011, the District was notified that it did not receive a PARC grant and in January 2012 the Board asked to re-visit the replacement of Hopkins Pool and was presented with the conceptual drawings submitted with the PARC grant application. At that time, the Board was also presented with different funding options. Discussion and decisions were postponed to the March 2012, postponed again to the May 10 meeting and for a third time to the September 13.

In September 2012, the Board was presented with material relative to the replacement of the Hopkins Pool, but President Hanson requested that the decision to move forward with the pool be presented at the October meeting since Commissioners Fontana and Teboda were not present.

In October 2012, Director Capek with approval from the Board requested that PHN Architects submit a proposal for architectural and engineering services for the replacement of Hopkins Pool. Capek noted that the preliminary budget of \$5 million excluded architectural/engineering fees. The \$6 million budget would allow for a new pool in the same footprint, the renovation of the existing locker rooms and the relocation of the pool entrance.

In December 2012, Doug Holzrichter of PHN Architects attended the Board meeting and listened to commissioner concerns regarding the size of the proposed new pool. Capek reported that the proposed fees for architectural services for the project was 8.9% of the total project cost minus the \$6,000 previously paid for work related to the PARC grant.

Capek explained that she would be requesting approval of the PHN contract for architectural and engineering fees during the Public meeting.

Review the AIA Document Standard Form of Agreement between Owner and Architect

Director Capek explained that the AIA document was an agreement between the DeKalb Park District and PHN Architects for architectural services for the construction of a new Hopkins pool. The document outlined the responsibilities of the architect and the District and also specified that the District would engage a Construction Manager whose fees will be included in the project budget.

Capek noted that the proposed 8.9% fee was based on the total project budget minus a \$6,000 credit for previous work related to the PARC grant. The fee, Capek added, was in line with industry standards of 9%-11%.

Capek also noted that she and District attorney Derke Price had reviewed the document and that it contained a series of checks and balances and a payment plan.

Commissioner Teboda asked when the Board could give input on the pool design. Director Capek explained that a pool design was not yet approved and if the Board moved forward and

accepted the AIA document with the Architect, she would schedule meetings to discuss the design plans for the new Hopkins pool.

Director Capek explained that the pool construction was a time sensitive project and that permits needed to be applied for at specific times in order not to risk delays.

Commissioner Young inquired if the Board could provide the Architect with a list of priorities and guidelines. Capek replied that the Board could certainly provide the Architect with absolute wants/needs and that those drawings could be adjusted until the Board was satisfied.

President Hanson noted that the last drawings were based in staff, community, and Board input and would like to design the new drawings by utilizing the same input and feedback.

Commissioner Teboda stated that the Board agreed that a new pool was necessary and that it was now time to work within the budget to provide the best possible facility to the community.

President Hanson also stated that it was important that the community not lose an entire swim season and that staff not miss important deadlines in order to complete the pool project as scheduled.

Director Capek reviewed the preliminary project time line as follows and noted that upon approval of the AIA agreement staff would solicit proposals from Construction Management firms, conduct interviews, and propose a contract at the April Board meeting.

Schematic Design & Construction Document	January-June 2013
Permitting (Dept. of Health)	July-December 2013
Bidding and Contract Awards	January-March/April 2014
Construction	August 2014-May 2015

Staff Report on Golf Course Irrigation System

Director Capek noted that staff had provided, in the Board packet, an overview of the irrigation systems at both River Heights and Buena Vista.

Director Capek noted that the replacement of both irrigation systems could cost the District up to \$1.3 million based on a single row/basic system. Staff did not provide hard figures.

Also, it was noted that between the years of 1992-1994 staff replaced 9 holes of irrigation system at River Heights for \$100,000. Staff hours were not included in the \$100,000 figure.

The Board thanked staff for the information.

**DeKalb Park District
January 9, 2013
Public Meeting**

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

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Scott deOliveira, Jane Holdridge, Roger Huber, Josephine Knoble, Bill Ryder, and Craig Wilson.

OTHERS PRESENT: Gretchen McClearly, Don Irving, Bryant Irving, Dan Seymour, Virginia Seymour, Janice Owens, Cher Johnson, Peter Johnson, Judy Suter, David Breed, Todd Thompson, Laurie Erdmann, Art Erdmann, Tom Kirts, David Cleary, Ron Cress, Laura Smart, Patty Ruback, Pattie Nyquist, Courtney Marshall, Keith Nyquist, Dean Holliday, John Rey, Rich Rice, Bessie Chronopoulos, Angela Bollinger, Jane Levinsky, Marvin Levinsky, and Jill Duchnowski of the Daily Chronicle.

I. Meeting Called to Order

President Hanson called the January 9, 2013 public meeting to order at 7:00 p.m.

II. Approval of Agenda

Commissioner Teboda made a motion to approve the January 9, 2013 agenda. Commissioner Mason seconded the motion.

Commissioner Mason requested that the NIU Golf Outing to be held in early May at River Heights be discussed under New Business.

Commissioner Young made a motion to add the NIU Golf Outing under New Business and that a letter received from Com Ed is read and discussed during the correspondence portion of the meeting. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meeting

A. Special Board Meeting of December 6, 2012

Commissioner Mason made a motion to approve the special Board meeting minutes of December 6, 2012. Commissioner Young seconded the motion and all members voted unanimously in favor.

B. Study Session and Public Meeting of December 13, 2012

Commissioner Mason made a motion to approve the study session and public board meeting minutes of December 13, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

C. Executive Session of December 6, 2012 and December 13, 2012

Commissioner Mason made a motion to approve the Executive Session minutes of December 6, 2012 and December 13, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

IV. Correspondence

President Hanson explained that the Board had received a letter from Com Ed that afternoon and that a copy of the letter would be available to anyone who wished to have one. Director Capek noted that she had several copies already printed.

Hanson continued by reading the letter from Fidel Marquez, Com Ed Chief Governmental and Community Relations Office. The letter outlined the approach that Com Ed and the District Board had planned to restore the 1.3 mile stretch of the Nature Trail. The letter also stated that Com Ed regretted that their actions had caused concern among some community members, and that they hoped to work together with the District and community.

The letter also noted that the DeKalb Park District was not involved in planning or authorizing what occurred on the trail, and that Com Ed supported planting new vegetation and was committed to working with the DeKalb Park District to create a compatible and sustainable vegetation plan along the Nature Trail as long as it met Com Ed's height standards.

The letter also stated that Com Ed was and would continue to work closely with the Park District to support a plan for creating a long-term compatible and sustainable plant community along the Nature Trail and that Com Ed would be part of a team that would include Park District Staff and community members to assess the trail and devise a plan to restore it. The letter also mentioned that Fidel Marquez, Com Ed Senior Vice President of Governmental and External Affairs would be the liaison for Com Ed on this issue.

Com Ed was also in favor of working with the recently developed small panel of stakeholders that included two Park Board members, park staff, Com Ed staff and two to three members of the community.

Director Capek explained that the newly formed panel would meet on January 29, 2013 to discuss the restoration plan for the Nature Trail.

President Hanson also reported that Terry Hannan, DeKalb County Forest Preserve Superintendent, would also be available to assist with the restoration efforts of the trail.

Commissioner Young stated that he walked the trail from end to end and was troubled by what he saw and publicly apologized for what occurred during "his watch" as a Park Board member.

He requested hiring the services of a second law firm to review the easement language and give a second opinion regarding the District's rights in the easement. He also suggested that the District adopt an ordinance that would enforce the planting of a tree for the removal of a tree.

V. Business from the Floor

DeKalb resident Bessie Chronopoulos stated that she was concerned about the size of the pool and how the District would finance the cost to replace it, but was pleased to see that the Board was carefully taking into consideration all aspects of the project.

Chronopoulos thanked Commissioner Young for his words and apology to the community.

She then read a letter that was sent to several community members by Anne Pramaggiore, President and Chief Executive Officer of Com Ed. The letter stated that Com Ed was regretful for their actions regarding the vegetation management activities along the DeKalb Nature Trail and that Com Ed valued the relationship with the community and Park District, but that it was important that Com Ed protect the electrical system to ensure reliable service to the community.

The letter also stated that Com Ed was and would continue to work closely with the Park District to support a plan for creating a long-term compatible and sustainable plant community along the Nature Trail and that Com Ed would be part of a team that would include Park District Staff and community members to assess the trail and devise a plan to restore it. The letter also mentioned that Fidel Marquez, Com Ed Senior Vice President of Governmental and External Affairs would be the liaison for Com Ed on this issue.

Chronopoulos noted that the letter from Com Ed did not mention who would be financially responsible for the restoration of the trail. She noted that it was not the responsibility of the taxpayers and that Com Ed should be made accountable for the restoration cost.

DeKalb resident Ron Cress stated a letter was sent to Com Ed from several citizens from DeKalb. The letter asked that Com Ed and the DeKalb Park District submit a Request for Proposal (RFP) to a minimum of two firms qualified in native plant restoration and that the RFP include the following:

- Use of only plant material native to northern Illinois
- Use of mature trees and shrubs where needed to help restore home values and other high need locations; such as the golf course
- Use a significant percentage of plugs and root stock rather than seed
- Use native grasses
- Kill or remove remaining non-native invasive vegetation
- Require that submitting company representatives walk the length of the nature trail with a team consisting of involved citizens, Com Ed and DeKalb Park District staff
- Include a team of involved citizens in the review and selection of the winning bid

The letter also asked that the Park District hire or develop at least one staff person specifically trained in plants native to northern Illinois, train work crews to recognize native versus non-native plants and invite, support, and value citizen volunteerism at its sites. Lastly, the letter provided the web sites for two native restoration firms.

DeKalb resident Angela Bollinger thanked Commissioner Young for his apology to the community and explained that in just one week the DeKalb Nature Trail Restoration Group had gathered over 695 signatures. This petition, she explained, requests that the DeKalb Park

District hold Com Ed responsible for the restoration of the Nature Trail and also hold Com Ed financially responsible for the cost to restore the Nature Trail. The petition also specified that trees should have a minimum of a 3" caliper and should grow to a height of 15 to 30 feet and that shrubs and other native plantings be provided to restore the protected corridor the Nature Trail once provided. The petition also requested that the DeKalb Park District and City of DeKalb put in place regulations to prevent such an event from occurring again.

Bollinger ended by reading several quoted statements from community members stating why the Nature Trail was important to them.

DeKalb resident Patty Ruback read comments posted on social media from several community members requesting that Com Ed be made accountable and that the Nature Trail be restored.

DeKalb resident Laura Smart asked for better communication between the community and governmental agencies and requested that the Nature Trail be restored with a variety of native plants.

DeKalb resident Tom Kirts suggested that the Park District devise a plan/system to address issues such as the Nature Trail issue that occurred in late November.

DeKalb resident Dave Mc Cleary expressed that Com Ed has taken advantage of their relationship with the community and the Park Board. Com Ed, he noted, did not have to eliminate all the vegetation along the Nature Trail, but did anyway without any input from the Park Board or the community. Mc Cleary asked that Com Ed be made accountable for their actions and be made responsible for restoring the Trail.

DeKalb resident David Breed requested that the Park Board look into Com Ed's upcoming schedule of vegetation maintenance in the area to prevent the Nature Trail issue from occurring in other areas of the community. He also asked that the Board plant a variety of plant species throughout the Nature Trail as part of the restoration process.

DeKalb resident Art Erdmann stated that he was pleased that the Park Board and School Board were working together on the Kiwanis Park property. He also expressed gratitude that the DeKalb Kiwanis had made a donation of \$10,000 towards improvements of Kiwanis Park.

Ruback also asked that the Park Board advocate that the restoration of the Trail be made with plantings of only native species to northern Illinois.

Bollinger noted that Com Ed was not being 100% truthful and urged the Park Board to read the federal mandate and look at the FERC website.

President Hanson thanked everyone for their comments and noted that Terry Hannan, Forest Preserve Superintendent and Julia Fauci, DeKalb County Board member and Forest Preserve Commission Chairperson would be attending the January 29, 2013 meeting.

VI. Old Business

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

Director Capek noted that she surveyed staff to determine the number of seasonal employees who worked a minimum of 10 hours per week.

Capek explained that Commissioner Teboda's recommendations for seasonal employee use of park district facilities was based on a minimum number of hours worked.

Commissioner Mason asked that the Board take into consideration giving seasonal employees a virtual dollar for every hour worked. The virtual money could be utilized anywhere throughout the District for golf, swim, exercise classes, etc. Director Capek noted that Mason's proposal was mentioned as a public comment and felt it was not in the best interest of the Park District to adopt that benefit for seasonal employees.

There was discussion about the currently used Gold Cards. Asst. Director Garrison stated that seasonal employees may be issued a gold card by their Department Head for use of the pool or golf course at no charge and that eligibility was dependent on outstanding job performance. However, eligibility for a gold card was interpreted differently throughout the District.

President Hanson stated that she wanted something that was equitable and enforced by District managers throughout the District.

Commissioner Teboda stated that he wanted seasonal employees to receive a small token of appreciation for their loyalty and work performance throughout the District and anyone not performing their job should be let go.

Commissioner Fontana proposed that seasonal employees working a minimum of ten hours a week receive a discount for golf and pool. President Hanson was in favor of the idea and stated that the process would be simple.

Asst. Director Small explained that the discount card would be issued to seasonal employees who requested one from the administration office.

Lastly, the Board recommended that any seasonal employee working more than 10 hours per week be allowed a 25% discount their first year of employment with the District, a 50% discount the second and third year of employment with the District and a 100% discount the fourth year of employment with the District. The same would apply to daily fees at District facilities.

Commissioner Fontana made a motion to approve the above proposal. Commissioner Mason seconded the motion. President Hanson and Commissioner Young voted unanimously in favor. Commissioner Teboda abstained from the vote.

Director Capek noted that she would make the necessary changes to Policy 6-12 Use of park District Facilities and Programs as recommended and approved by the Board.

VII. New Business

A. Approve AIA Document

Commissioner Teboda made a motion to approve the AIA Document between the DeKalb Park District and PHN Architects for the Hopkins Park Aquatic Center Reconstruction Project. The \$439,000 or 8.9% was based on the estimated construction cost of \$5 million with a credit of \$6,000 for work completed in connection with the project in October 2010. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

President Hanson explained that the document is a contract with the architects and that the Park Board would take into consideration input from the public, staff and Board to determine the final drawings for the new Hopkins pool.

Commissioner Young asked if the proposed budget for the pool was \$5.5 million including construction, architectural and engineering fees. Director Capek replied that the proposed budget was \$6 million allowing for a cushion of approximately \$500,000. Commissioner Young also asked about the community survey that was conducted in regards to the pool. Capek noted that input from the community survey would also be utilized as well as input from staff and Board.

Lastly, Director Capek stated that the Construction Manager fees were also included as part of the architectural and engineering costs specified in the AIA Document.

B. NIU Golf Outing at River Heights

Commissioner Mason explained that Tom Porten, NIU Men's Golf Coach was requesting a \$5 discount per/person for a golf outing that would be held at River Heights on Saturday, May 4, 2013.

President Hanson requested that staff and Board discuss and approve a golf outing package fee structure in order to be consistent with all groups requesting to schedule a golf outing.

Director Capek noted that a proposed fee structure would be presented at the next meeting.

The Board deferred a decision to approve a discount for the NIU Golf Outing.

VIII. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

The Board reviewed and approved the list of bills totaling \$119,293.08.

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 at the end of January.

B. Ellwood House-Cindy Capek

No report.

C. Plan Commission

No report.

D. Staff Reports

Athletic Director Ryder stated that he was in the process of preparing for the indoor soccer season and that registration was going well.

X. Adjourn Public Meeting

Commissioner Teboda made a motion to adjourn the January 9, 2013 public meeting at 8:55 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.

