

DeKalb Park District
March 21, 2013
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. Director Brad Garrison, Asst. Director Lisa Small, Colleen Belmont, Scott deOliveira, Jane Holdridge, Roger Huber, Harold Kellogg, Steve Knutzen, Josephine Knoble, Bill Ryder, and Intern Brandon Wessels.

OTHERS PRESENT: Doug Holzrichter and Gary Pingel of PHN Architects, Per Faivre, Keith Nyquist, Angela Bollinger, Don & Phyllis Franzene, Dean Holliday, David Breed, Bessie Chronopoulos, Jane Levinsky, Marvin Levinsky, Don Irving, Rodney Angetti, Joyce Angetti, Mary Yaeger, Kevin Theisen, Roger Cohn, Stephen Clark, Debbie Knutzen, Heidi Fehrenbach, S. Courtney Marshall, Jack Busse, Gretchen McCleary, Rich Rice, R.C. Flenol, and Laura Smart.

The February 21, 2013 study session was called to order by President Joan Berkes Hanson at 6:00 p.m.

Revision to Pool Plan

President Hanson introduced Gary Pingel and Doug Holzrichter of PHN Architects who were present to highlight the recent changes made to the proposed aquatic center plans.

Holzrichter reviewed the changes made to the proposed aquatic center designs as a result of the comments and input received from the District Board, District staff and public meetings of February 28 and March 2. The plan was increased in size by 100 square feet and was estimated to accommodate a bather load of 1,100 people. There were some adjustments made to the proposed slides and accessible pool ramp. Pingel noted that the recreation area of the main pool was increased by reducing the size of the zero-depth entry ramp. A sun turf area was also added to the south of the proposed diving well adding 280 additional square feet.

Commissioner Teboda inquired about the slope of the proposed sun turf. Holzrichter informed him that the sun turf would have the highest part near the outside wall and slope downward to the deck. Commissioner Teboda then inquired about the location of run-off water. Holzrichter explained that the entire sun turf area would be provided with drainage.

Director Capek reviewed the aquatic center project timeline, and the important dates for the project. Capek reported that requests for Proposals for Construction Management Services were advertised on March 1 and interviews and recommendations would follow. In addition she and PHN staff met with the City of DeKalb Planning Department to review the project and the approval process required to include review by the Plan Commission and Council.

Holzrichter noted that after discussions with the City, the City was not requiring an expansion of parking. A new service drive was designed to separate the road from the pedestrian walk to the pool. A new bike path from the Sycamore Road sidewalk would lead to bicycle racks on the

south side of the Dresser Road parking lot and a new walkway/sidewalk would be provided between the existing playground and the pool.

President Hanson inquired about the new perimeter fence. Holzrichter explained that a new retaining wall would replace the existing one and that the new perimeter fencing would be a vinyl coated black chain link fence that would seem almost invisible. Hanson also inquired about the amount of shaded areas. Holzrichter stated that there would be plenty of gazebos and umbrellas to provide shaded areas.

President Hanson also inquired about the locker room accommodations. Holzrichter stated that the locker rooms would be reconfigured and would still accommodate a 1,500 bather load.

Commissioner Mason asked if the Board needed to approve the plan to move forward. Director Capek stated that the Board needed to be in agreement about the plan before it could be presented to the City for review.

Commissioner Teboda asked how much the pool project cost would increase per year, if the District decided to postpone the project. Holzrichter stated that the District should plan on an increase of at least 3% or more per year.

Commissioner Mason asked about the size of the proposed main pool compared to the current pool. Holzrichter stated that the proposed pool was approximately two thirds the size of the current pool.

Commissioner Mason asked about the bather load of both pools. The current pool could accommodate approximately 750 people while the new proposed pool could accommodate a bit less than 500 people.

President Hanson provided the Board with a five year history of pool attendance (from 2008-2012) and noted that the average daily rate was between 426-500 people daily. Hanson also provided the daily attendance figures at incremental time periods.

President Hanson noted that, by looking at the figures, she could not justify the need for a larger facility. Commissioner Mason noted that figures are not always realistic. Hanson stated that the current figures were not even close to capacity. Hanson also provided a breakdown of daily attendance by time of day and stated that the proposed plan was still more than adequate to accommodate a doubling in attendance.

Commissioner Mason stated that he was responsible for the taxpayers in the community and that in his opinion; the District should look at the new pool concept a few years from now, when the Sports and Recreation Center was paid off. At this later time, Mason felt that the District would be in a better financial position.

Commissioner Young inquired if the proposed plan incorporated future expansion. Holzrichter stated that the current plan does not include for future expansion, but that the bathhouse could accommodate a larger bather load of up to 1,500 patrons. Commissioner Young asked about the cost to include a lazy river in the current plan. Holzrichter replied that it would cost approximately \$2 million.

Review Updated Bond Payment Schedule

Asst. Director Small reviewed a multitude of financing scenarios for the pool project. Small provided information on the annual debt service payment and total interest cost for five different bond figures with four different interest rates.

Golf Course Flower Bed Maintenance

Asst. Director Garrison explained that staff had explored different options to improve the appearance of golf course landscaped areas and decided that the best option was to utilize contractual services.

He further noted that staff met with three landscaping contractors and obtained proposals. Garrison recommended that the work be awarded to Haack Landscaping for a total of \$2,673. The proposal also included the installation of mulch if the mulch material was provided by the District.

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

**DeKalb Park District
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Public Meeting**

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Public Hearing to Receive Public Comments Concerning the Proposed Budget for the DeKalb Park District, Fiscal Year 3/1/2013 to 2/28/2014

President Joan Berkes Hanson opened the Public Hearing at 7:00 p.m. and asked if there were any public comments on the Proposed Budget for the DeKalb Park District, Fiscal Year 3/1/2013-2/28/2014.

There were no comments from the public or the Board.

Assistant Director Small reported that no comments were received via phone, mail, or email. Small also noted that the Tentative Budget and Appropriation Ordinance was approved at the February 7, 2013 meeting and was available on the District website. It was also available at the Administration Office for 30 days and a public hearing notice appeared in the legal section of the Daily Chronicle.

President Hanson closed the public hearing at 7:02 p.m.

I. Meeting Called to Order

President Hanson called the March 21, 2013 public meeting to order at 7:03 p.m.

II. Approval of Agenda

Commissioner Young made a motion to approve the March 21, 2013 agenda. Commissioner Mason seconded the motion.

Commissioner Mason requested that the Board add discussion regarding scheduling a date to canvass the votes after the election. Director Capek recommended that it be discussed under Item D—Approve Board Meeting Schedule.

Mason also recommended that a line item be added to review the policy on payouts to PHN Architects. The Policy review was added as Item I under the Old Business portion of the agenda. Mason also recommended discussion to Review the Duties of the Board Secretary. Item D-Review Duties of Board Secretary was added under the New Business portion of the agenda.

All Board members present voted unanimously in favor to approve the amended agenda.

III. Approve Minutes from Previous Meeting

A. Board and Staff Workshop of February 4, 2013

Commissioner Teboda made a motion to approve the Board and Staff workshop minutes of February 4, 2013. Commissioner Young seconded the motion and all members voted unanimously in favor.

B. Study Session and Public Meeting of February 7, 2013

Commissioner Teboda made a motion to approve the Study Session and Public Meeting Board minutes of February 7, 2013. Commissioner Young seconded the motion.

Commissioner Young pointed out on page 21 of the February 7, 2013 public meeting minutes that he was asked by President Hanson to provide answers to some questions provided to the Board by Angela Bollinger and that answers to those questions were provided.

President Hanson asked that the Asst. Financial Administrator add language under Item B— Update on Nature Trail clarifying that the free saplings provided by IAPD would be planted by the District's Parks, Planning & Development Department in other areas throughout the District.

All Board members present voted unanimously in favor to approve the amended February 7, 2013 Board minutes.

IV. Correspondence

There was none.

V. Community Service Award Presentations—Standard Roofing and Mary Yaeger

President Hanson presented Mary Yaeger and Kevin Theisen of Standard Roofing with the IAPD Community Service award. Hanson noted that Yaeger has been coaching District softball teams for a total of twelve years and that Theisen has sponsored the youth baseball program for over forty years.

The Board thanked them for their dedication to the Park District.

VI. Staff Service Award Presentations

President Hanson recognized Harry Kellogg and Steve Knutzen of the Park Maintenance staff for their fifteen years of service to the District.

Asst. Director Garrison gave an overview of their responsibilities and their involvement with multiple projects throughout the years and thanked them for their service and dedication to the District.

Director Capek noted that Craig Wilson, Asst. Superintendent of Golf Operations, was not present, but was honored for his fifteen years of service to the District at an All-Staff training meeting held that morning at the Park, Planning and Development building.

VII. Business from the Floor

DeKalb resident Per Faivre inquired about what common denominator was utilized to calculate the average daily attendance of the pool, and asked that the figures be re-calculated by eliminating days the pool was not in operation.

DeKalb resident Bessie Chronopoulos stated that the proposal for the new aquatic center looked inviting and thanked Director Capek for the information she had provided her. Chronopoulos asked that staff take more time in the decision-making regarding the new aquatic center and expressed her concern about the District having to support both the debt on the aquatic center and the Sports and Recreation Center simultaneously. Chronopoulos asked that the Board prolong the pool's life span by making repairs and to consider replacing it at a later date.

DeKalb resident Jane Levinsky inquired as to how many residents were present to hear about the Nature Trail, the pool, or both. There was a showing of hands for all three questions.

DeKalb resident Marvin Levinsky asked if the District attorney could explain the proper procedures in which the public might address the Board.

District attorney Derke Price noted that the law provides that an opportunity be provided during public meetings to allow for public input or comments, but that the Board is not required to engage in dialogue with the public. He explained that he and his law firm advise all units of government to say thank you and to reply to questions or comments at a later time. He further stated that a unit of government can also set specific rules such as a time limit per person and that those rules should be applied fairly to everyone.

Attorney Price explained that meetings are set to get the public's business done.

Marvin Levinsky further asked if the Board had an obligation to answer all questions from the public. Attorney Price stated that a unit of government can provide records that are already available to answer questions, but are not required to create a new document to specifically answer a question from the public.

Angela Bollinger expressed concern that the bather load of the new proposed pool was not adequate.

VIII. Old Business

A. Approve Ordinance 13-01: Budget and Appropriation Ordinance

President Teboda made a motion to approve Ordinance 13-01: Budget and Appropriation Ordinance for FY2014. Commissioner Young seconded the motion.

Commissioner Young inquired about the FY2014 capital projects budget for the aquatic center. Asst. Director Small explained that \$390,000 was budgeted for pool designs and professional services. Small reviewed Table IX of the ordinance, and noted that the \$390,000 budgeted for pool designs and professional services, was located within the \$554,025 total under Enterprise Contributed Capital. Small stated that the Board was legally appropriating funds so that those funds could be spent at a later time. She also noted that the Board would have input on how those funds would be spent.

Commissioners Mike Teboda, Phil Young and Joan Berkes Hanson voted in favor during a roll call vote. Commissioner Mason voted that he was not in favor during the roll call vote.

B. Approve Intergovernmental Agreement with Forest Preserve District for Nature Trail Planting and Maintenance

Commissioner Teboda made a motion to approve the Intergovernmental Agreement between the Forest Preserve District of DeKalb County and the DeKalb Park District for the improvement and maintenance of land adjacent to the Nature Trail. Commissioner Mason seconded the motion and all members voted unanimously in favor.

Commissioner Young asked attorney Price if the portion of the Nature Trail under the power lines was owned by the Park District. Price explained that the District did own the entire Nature Trail, but that it had given away its rights to a portion of that land. The easement, he noted, gives Com Ed superior rights to a portion of that land, even though it is owned by the District.

C. Approve Revised Personnel Policy 6-12: Use of Park District Facilities and Programs

Director Capek noted that the Policy, as discussed at the last meeting, would replace the gold card benefit with a discount benefit for seasonal employees. Seasonal employees who work a minimum of ten hours per week for a minimum of ten weeks during the fiscal year will receive a discount on daily admission fees to the pool, daily green fees for the golf courses, cart rental, and driving range fees as follows:

First year of employment—25% discount
Second and Third years of employment—50% discount
Four or more years of employment—100% discount

Commissioner Teboda made a motion to approve the revisions to Personnel Policy 6-12, Use of Park District Facilities and Programs. Commissioner Young seconded the motion and all members voted unanimously in favor.

D. Approve Board Meeting Schedule

Commissioner Teboda made a motion to approve the FY2014 Schedule of Board Meetings for the DeKalb Park District with the Regular Meetings of the Board of Commissioners to be held the second Thursday of each month, at 7:00 p.m. at the Hopkins Community Center. Commissioner Mason seconded the motion.

Commissioner Mason asked District attorney Price how early the Board could vote in the new Board members following the April elections. Price stated that it takes approximately two weeks for the certification process and the canvassing of the votes to occur. The Board, he added, could schedule a special Board meeting or vote in the new Board at the next regular Board meeting following the elections.

The Board was in agreement to vote in the new Board at the May 9, 2013 Board meeting and voted unanimously in favor to approve the FY2014 Schedule of Board Meetings.

E. Update on Status of Kiwanis Park

District attorney Price explained that an agreement was being written for the purchase of Kiwanis Park by the DeKalb Park District. Commissioner Young thanked the public for their support and stated that the District Board and the community fought successfully to maintain the area as a park.

Commissioner Mason noted that the District will be utilizing reserved capital funds to acquire that land.

F. Attorney Review of Easement/Deed

Director Capek reported that the Nature Trail easement was reviewed by the Law Office of Riley Oncken of Sycamore. In his letter to the District, Oncken stated that, in his opinion, the District does not have any legal recourse against Com Ed for its actions under the provisions of the easement. Com Ed was within its rights to cut down, trim, or otherwise control the area.

District attorney Derke stated that even though the Park District owns the Nature Trail property, it has relinquished certain rights to Com Ed.

G. Update on DeKalb Nature Trail Working Group

Commissioner Young explained that the DeKalb Nature Trail Working Group met on March 18. He gave a summary of what was discussed during the meeting and explained that the Nature Trail working group, together with the DeKalb Forest Preserve District and Com Ed, were working on a restoration plan. The plan will be presented to the public and Board during the April 11 study session.

Commissioner Young also noted that the next DeKalb Nature Trail Working group meeting is scheduled for 10:00 a.m. April 1, 2013, at Hopkins Park.

President Hanson explained that Com Ed will not commit to a dollar amount, but will commit to supplying the materials needed to restore the trail according to the approved plan. Commissioner Young submitted to Director Capek sixteen petition sheets with 200 signatures and fifteen paper sheets of 460 typed signatures representing DeKalb residents, non-residents, and out of state individuals.

The petitions seek action from the DeKalb Park District to address the following items:

- We request the DeKalb Park District hold Commonwealth Edison responsible for restoration of the area. Commonwealth Edison should pay for what has been taken away from this community. New plantings should be provided; trees a minimum of 3" in caliper, growing to a height of 15 to 35 feet. Shrubs and other native plantings should also be provided along the trail. These plantings must restore the protected corridor the Nature Trail once provided. Restoration must be done in such a way as to maintain the previous characteristics the Nature Trail once had.
- We request that the DeKalb Park District (and the City of DeKalb) put in place regulations to prevent such a thing from happening again in our community.

H. Hopkins Pool Replacement

Director Capek explained that the construction management services were part of the AIA agreement with the architects. She noted that the proposals for construction management services were due by Friday, March 22 and that she would be reviewing them and scheduling interviews for March 25-29, 2013.

Commissioner Mason expressed that, in his opinion, the project was moving forward too rapidly and that the staff and Board needed to take into consideration expanding the life of the current pool and possibly working with other communities to build an aquatic center that could be utilized by multiple communities.

Commissioner Young addressed whether staff had looked at pool alternatives, such as a collaboration of pool construction with the Sycamore Park District.

District attorney Price stated that the construction manager provides a second set of eyes during the construction phase of a project and was also responsible for directing the progress of a project. The Board could still choose to stop the pool project if it could not agree on a final design.

President Hanson explained that the first day she became Board member it was stressed to her by her fellow Board members that replacing the current pool and replacing the indoor turf at the Sports & Recreation Center were two major priorities. She further stated that the Board had discussed replacing the pool since November 2008 and have discussed every aspect of the project. The facility was audited and the Board was informed that it would cost approximately \$5 million dollars to make improvements to the old facility. The Board, she added, was also provided with statistical data, side by side comparisons and financing scenarios.

Hanson noted that she was proud of the improvements made to numerous parks and facilities throughout the District, but that it was the right time for the community to receive a new pool. Commissioner Young stated that he did not appreciate receiving the revised proposed plans right before the Board meeting. He expressed that he would appreciate more time to review the plans before making any decisions. Young stated that he supported the 2010 referendum and still supports the new pool concept, but that he was not comfortable with the District having to operate with low capital funds for the next 4 to 5 years.

Commissioner Young asked if there were indicators that the pool might fail. Asst. Director Garrison stated that there were many unknowns with the infrastructure of the facility. He reported that the pool has experienced numerous issues such as the plumbing problems that forced staff to shut down the play structure in the wading pool for a season and the major issues in the filter room with the replacement of the water distribution last season.

Commissioner Young also expressed his opinion that the District cannot count on State or Federal funding, during these times, and that it was not right to push aside other user bases to move forward with the pool project.

Commissioner Young expressed concerns about the fiscal stability of the Park District and questioned how the District would be able to upgrade old playgrounds, in a timely manner, when capital money would be deferred to fund a new pool.

Commissioner Young reminded staff that a couple of years ago he was told that the District could not afford a sledding hill at Katz Park and that he was not comfortable with the financial position the District would be in with the construction of a new pool. Young stated that he was not in favor of the project at this time.

Commissioner Teboda stated that he loves the game of golf, but that his priority, at this time, is to replace the pool before it fails. He noted that it is best to be proactive versus re active.

President Hanson stated that the Board has received good information in order to make the necessary decisions to move forward with the project.

I. Review policy for PHN payouts

Commissioner Mason explained that at the last Board meeting he requested that all payouts in connection with the replacement of the pool project be highlighted for the Board to review.

Asst. Director Small stated that she had highlighted the information and was going to present it during the financial section of the Board meeting. She reported a total payout of \$770 to PHN Architects and also reported that two additional payments in the amounts of \$36,217.50 and \$6,585.00 would be paid to PHN Architects on March 29.

Commissioner Mason asked if the Board could view pool expenditures before they were paid.

District attorney Price explained that the payment schedule was set forth in the AIA Document between the DeKalb Park District and PHN Architects. He noted that it was not necessary for

the Board to view each payment request since approval had already occurred when the Park Board approved the AIA Document.

Derke further explained the billing and reimbursement process and the process of retainers which, he stated, do not apply during the design stages of a project.

Capek reported that she would be reviewing the construction management proposals. Commissioner Mason and Commissioner Young both commented that they were not in favor of moving forward with a Construction Manager.

District attorney Price explained that there was no expense with Capek reviewing the Construction Manager proposals and that she was simply just "checking in" with her bosses and committing to a timeline. The entire Board agreed that Director Capek move forward with the Construction Manager proposals.

President Hanson noted that if the pool facility failed, the community would be left without a pool and approximately 63 people would be left without a job.

Lastly, District attorney Price advised that the Board take into consideration the major ADA requirements the District would have to meet in order to maintain the old pool facility.

IX. New Business

A. Approve Audit Engagement Letter

Asst. Director Small reported that Requests for Proposals were sent to audit firms inviting them to submit their qualifications and quotes for performing the annual financial audit of the DeKalb Park District, for the next three years. The Audit firms were selected from a listing on the Government Finance Officers Association web site including audit firms in Northern Illinois who have park district clients that have received the Certificate of Achievement for Excellence in Financial Reporting.

Small reviewed the quotes submitted by four audit firms and recommended that the Board approve engaging Sikich LLP to perform the annual audits for the next three years. While the quote from Sikich was not the lowest quote, it is the staff's opinion that they are the best qualified firm.

Commissioner Young made a motion to approve the engagement of Sikich LLP to perform the DeKalb Park Districts annual financial audit for FY2013, FY2014, and FY2015. Commissioner Teboda seconded the motion and all members voted unanimously in favor during a roll call vote.

B. Approve District Participation in Cooperative Purchasing Groups:

- i. TCPN**
- ii. National IPA**

Asst. Director Garrison recommended that the Board authorized participation in the National IPA and TCPN cooperative purchasing groups. Participation in these Joint Purchasing Cooperatives will enable the district staff to purchase goods at a reduced cost since they have been competitively solicited.

Commissioner Teboda made a motion to approve the DeKalb Park Districts participation in the National IPA and TCPN Cooperative Purchasing Programs. Commissioner Young seconded the motion and all members voted unanimously in favor.

C. Approve Request from North Central Cycle Regarding Bike Station

Director Capek explained that North Central Cycle was inquiring about donating a Bicycle Station to the District. The request was brought to the Board for approval due to the fact that North Central Cycle would be advertising their store location on the Bike station. The District currently has a policy against advertisement. The bike station would be located along one of the bike trails (location not yet determined).

Commissioner Teboda made a motion to approve the request from North Central Cycle to donate a bike station to the district that will include advertisement of the store location. Commissioner Mason seconded the motion and all members voted unanimously in favor.

D. Review Board Secretary

President Mason requested that Board minutes be reviewed by the Board Secretary prior to them being included in the Board packet.

District attorney Price stated that how minutes are recoded, reviewed, approved and posted is up to the Board. Official minutes, he added, need to be approved within 60 days.

An audio recording, Price stated, is not a public record unless it is made one by the Board. Price further explained that the final approved minutes are the official public record. The Board also sets the rules for what the recording Secretary should do.

The Board agreed that recording Secretary Josephine Knoble email all minutes to the Board Secretary for review before they are presented to the Board for approval.

X. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

The Board reviewed the total list of bills totaling \$64,369.05 and Commissioner Teboda made a motion to approve them. Commissioner Young seconded the motion.

Asst. Director Small also reported that two additional payments in the amounts of \$36,217.50 and \$6,585.00 would be paid to PHN Architects on March 29.

All Board members voted unanimously in favor during a roll call vote.

D. Budget/Actual Report

There were no questions.

XI. Committee and Staff Report

A. IAPD-Dave Mason

No report.

B. Ellwood House-Cindy Capek

No report.

C. Plan Commission

No report.

D. Staff Reports

There were none.

XII. Adjourn Public Meeting to go into Executive Session for the purpose of discussing the appointment, employment, compensation, or performance of specific employees pursuant to Section 2 (C) (1) of the Illinois Open Meetings Act

Commissioner Mason requested that the Board re-schedule the Executive Session meeting to a later date and made a motion to table it. Commissioner Young seconded the motion. Commissioner Teboda and President Hanson voted no to a roll call. Commissioner Mason and Young voted yes to a roll call.

Commissioner Teboda made a motion to move into Executive Session for the purpose of discussing the appointment, employment, compensation, or performance of specific employees pursuant to Section 2 (C) (1) of the Illinois Open Meetings Act. There was no second motion.

The Board agreed to reschedule the Executive Session meeting for 5:30 p.m. on April 11, 2013.

XIII. Adjourn Public Meeting

Commissioner Teboda made a motion to adjourn the March 21, 2013 public meeting at 9:12 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.