

**DeKalb Park District**  
**April 10, 2014**  
**Study Session**

**BOARD MEMBERS PRESENT:** President Phil Young, Commissioners Per Faivre, Dean Holliday, Bryant Irving, and Keith Nyquist.

**STAFF MEMBERS PRESENT:** Interim Director Ochromowicz, Asst. Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Jane Holdridge, Colleen Belmont, Scott deOliveira, Roger Huber, Bill Ryder, Todd Bex, Josh Clark, and Craig Wilson.

**OTHERS PRESENT:** Park District attorney Jim Rock, Dag Grada.

The April 10, 2014 study session was called to order by President Phil Young at 6:00 p.m.

**Capital Improvement Priorities Assessment**

President Young explained that Interim Director Ochromowicz would be reviewing the first four pages of the Board packet as they pertained to capital improvements.

Interim Director Ochromowicz explained that the list of capital improvements was mostly composed of new capital projects. He noted that the proposed items met the following criteria: minimum cost of \$5,000 with a useful life of at least three years.

Ochromowicz recommended that at this time the Board review the capital list to eliminate any items they deemed unrealistic or not beneficial to the community. The projects would then be prioritized within the available budget.

Commissioner Nyquist asked what specifications to follow in order to eliminate items from the list. Ochromowicz stated that there were no specifications as long as there was a consensus among the Board.

Commissioner Nyquist recommended deletion of item #6-Construct a permanent outdoor skating rink from the list.

President Young asked how the list was composed. Ochromowicz stated that the list was composed by input from staff, board, community surveys, master plan, etc.

Commissioner Faivre recommended deletion of item #5-Develop an outdoor soccer complex with synthetic fields and field lighting.

Interim Director Ochromowicz explained that the list would be prioritized by staff before being presented to the Board.

**OSLAD Grant Update**

Asst. Director Small stated that staff has been working with 3D Design regarding a possible band shell replacement project to submit for an OSLAD grant. Small noted that a cost estimate and concept plan would be presented for the Board to consider at the May 8 meeting.

Small briefly reviewed a proposed timeline if the Board decided to move forward with the project after the May 8 meeting.

## **Superintendent of Recreation Job Description**

Interim Director Ochromowicz explained that the person hired for this position would be the administrator of the recreation department overseeing recreational programs, athletics, aquatics, operation of the recreation centers, and marketing. It was recommended that the position be advertised immediately in order for the new Executive Director to have input on the selection process.

President Young recommended that IT skills be included under the necessary knowledge, skills and abilities portion of the job description.

Commissioner Holliday asked about the salary for the position. Ochromowicz replied that the salary range was \$65,000-\$70,000.

## **Roberts Playground Update**

Asst. Director Garrison explained that activities to remove the Robert's playground were scheduled for that week, but were deferred after NIU Vice-President Bill Nicklas requested some additional time to further discuss the matter.

Interim Director Ochromowicz explained that the Park District was not interested in replacing the current playground or maintaining a playground on NIU property. He also noted that due to the timeline of scheduled capital projects, District staff would not have time to remove the playground without compromising other important projects. He further noted that NIU has agreed to assume responsibility for the cost of the playground removal or its replacement.

Ochromowicz recommended that the Park Board and NIU create an agreement if the Board decided to change its decision in regards to the playground.

Commissioner Nyquist explained that the playground was not located on Park District property, it was not ADA compliant, and the access point to the playground was located between two homes. For these reasons, the Park Board decided to remove the playground. Asst. Director Garrison explained that the playground was on a replacement plan schedule for this year, but was removed when the Park Board decided to remove the playground completely.

Commissioner Nyquist asked if District staff had posted notice of the playground removal project. Asst. Director Garrison stated it was posted on the District website and that staff was in the process of posting the information on location when NIU representatives requested some time to further discuss the matter.

Interim Director Ochromowicz recommended that information on future projects be posted two months prior to the job being commenced.

## **Interim Director's Report/Recommendations**

Interim Director Ochromowicz distributed and reviewed a report of recommendations he is proposing in regards to the District's organizational chart, policy manual, budget/finance, capital planning and recreation programs.

Ochromowicz explained that the recommendations were for Board consideration.

He proposed revisions to the District's Organizational Chart, job titles and pay schedule.

He also asked that the Board take into consideration the possibility of hiring an outside golf management company to manage the operations of the golf courses and to consider contracting with community/local service groups to manage ball field concessions, since it was not generating any revenue for the District.

He also recommended that the Board take into consideration adjusting appropriations to exceed the budget by 10%-25% each year, that staff prepare 12-month cash flow projections, increase revenue percentage from contracted instructors, develop an annual work plan to coincide with the budget, implement a modified zero based budgeting system, perform random audits of cash drawers/product inventory, and create detailed program budgets for each activity/program.

Other recommendations were to establish a capital asset replacement schedule, online registration (which was on target to be completed by October 2014) and to take into consideration the removal of the golf courses and swimming pool from Enterprise Funds.

President Young noted that it was after 7:00 p.m. and advised the Board to review the entire packet of recommendations on their own.

The study session was adjourned at 7:04 p.m.

**DeKalb Park District**  
**April 10, 2014**  
**Public Meeting**

**BOARD MEMBERS PRESENT:** President Phil Young, Commissioners Per Faivre, Dean Holliday, Bryant Irving, and Keith Nyquist.

**STAFF MEMBERS PRESENT:** Interim Director Ochromowicz, Asst. Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Jane Holdridge, Colleen Belmont, Scott deOliveira, Roger Huber, Bill Ryder, Todd Bex, Josh Clark, and Craig Wilson, Jesus Hernandez.

**OTHERS PRESENT:** Park District attorney Jim Rock, Dag Grada, Frank Beierlotzer, Katie Roley, Maria Marungo, Abby Masters, Rebecca Marungo, Tia McMaster, Tom Wicker, Lynne Kunde, Bob Donaldson, Harold Overton, W. David Hegberg.

**7:00 p.m. Public Hearing to Receive Public Comment Concerning Amended Appropriations for the DeKalb Park District, Fiscal Year 3/1/2013 to 2/28/2014**

At 7:08 p.m. President Phil Young called a Public Hearing to order to receive public comment concerning the Amended Appropriations for the DeKalb Park District, Fiscal Year 3/1/2013 to 2/28/2014 and asked if there were any comments or questions from the floor.

There were no questions or comments and President Young closed the Public Hearing at 7:09 p.m.

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

President Phil Young called the April 10, 2014 public meeting to order at 7:09 p.m. All present recited the Pledge of Allegiance.

**II. Action on the Agenda**

President Young requested to remove the Executive Session from the agenda and to add the words “subject to Board approval” to Item B under the New Business.

Commissioner Keith Nyquist made a motion to approve the April 10, 2014 amended agenda. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

**III. Action on Minutes from Previous Meetings:**

**A. Study Session and Public Meeting of March 13, 2014**

Commissioner Per Faivre made a motion to approve the March 13, 2014 study session and public meeting board minutes. Commissioner Dean Holliday seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

#### **IV. Correspondence**

Commissioner Nyquist reviewed a letter and award of financial reporting achievement to Assistant Director Lisa Small from the Government Finance Officers Association of the United States and Canada. The Board acknowledged Small for her achievement.

Commissioner Nyquist then read a letter from the Irving Family noting a monetary donation to purchase the bar stools for the River Heights bar. Commissioner Bryant Irving presented the check to the Board. The Board thanked the Irving family for their generous donation.

#### **V. Public Comments**

Frank Beierlotzer stated that he has heard rumors that the Park Board was in the process of relocating the Donna tank located at Memorial Park. President Young replied that the Board has not been contacted by anyone in regards to that matter and that there was no plan to relocate it at the present time.

Interim Director Ochromowicz introduced a group of teenagers associated with the DeKalb County Health Department who were in attendance to learn how government boards operated during a public meeting. Ochromowicz noted that they would be returning to give a presentation to the Board at a later time.

#### **VI. Staff Service Awards**

President Young presented employee Jessie Hernandez with a 15 year service award. Parks Foreman, Josh Clark noted that Jessie was an exceptional employee responsible for equipment repairs, turf application, etc. He thanked Jessie for his dedication and contribution to the success of the District.

#### **VII. Old Business**

##### **A. Action on ORDINANCE 14-02: Amended Appropriations Ordinance FY2014**

Commissioner Per Faivre made a motion to approve ORDINANCE 14-02: Amended Appropriations Ordinance FY2014. Commissioner Bryant Irving seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor to approve Ordinance 14-02: Amended Appropriations Ordinance FY2014 during a roll call vote.

Assistant Director Lisa Small noted that the District has not adopted an amended appropriation ordinance in over ten years, but had to do so for FY2014 since the purchase of the Kiwanis Park property was an unforeseen capital purchase and there were General Fund expenditures related to the Executive Director vacancy that were not budgeted or appropriated.

##### **B. Action on Amended Sanitary District Lease**

Commissioner Nyquist made a motion to approve the amended Sanitary District Lease. Commissioner Faivre seconded the motion.

District attorney Jim Rock explained some of the language changes to the provisions in the lease agreement.

Commissioner Nyquist asked about the number of acres that would be added to Hopkins Park. Asst. Director Small replied that 4 acres would be added to the existing acreage of Hopkins Park. Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

**C. Action to fund the River Heights Clubhouse Renovation through an inter fund loan from the capital Projects Fund and withdrawing authorization for a bank loan.**

Commissioner Holliday made a motion to approve funding the River Heights Clubhouse Renovation through an inter fund loan from the capital Projects Fund and withdrawing authorization for a bank loan. Commissioner Nyquist seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

**VIII. New Business**

**A. Action to approve Ordinance 14-03: Amending Sections 4 and 16 of the DeKalb Park District Board Policy Manual**

Commissioner Nyquist made a motion to approve Ordinance 14-03: Amending Sections 4 and 16 of the DeKalb Park District Board Policy Manual. Commissioner Faivre seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

**B. Action to approve the Organizational Chart and Job Titles as amended and to authorize the Executive Director to modify Job Descriptions to conform, subject to Board approval.**

Interim Director Ochromowicz distributed a copy of the proposed Organizational Chart for the Board to review and asked if there were any questions.

Commissioner Nyquist asked about the reporting lines for several positions. Ochromowicz replied that a couple lines were missing or not shown in the proper place. He summarized the corrections.

Commissioner Faivre made a motion to approve the Organizational Chart as modified by Interim Director Ochromowicz. Commissioner Irving seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

**C. Action to approve the compensation schedule as amended**

Commissioner Nyquist made a motion to approve the compensation schedule as amended. Commissioner Faivre seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote. Commissioner Dean Holliday voted "present".

#### **D. Action to authorize the advertisement for the position of Superintendent of Recreation**

Commissioner Faivre made a motion to authorize the advertisement for the position of Superintendent of Recreation. Commissioner Irving seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

President Young recommended that IT knowledge also be added to the Superintendent of Recreation job description. After some discussion Commissioner Nyquist recommended that the following language "Familiarity with and Knowledge of IT Systems (desired)" as item G be included under the Necessary Knowledge, Skills, and Abilities portion of the job description.

Commissioner Nyquist made a motion to approve the modified job description. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

President Young asked about the reasoning to advertise the position at this time. Interim Director Ochromowicz stated that advertising the position at this time will allow ample time to collect applications for the new Executive Director to review and to be part of the hiring process. The primary reason was to hire a Superintendent as soon as possible so that he/she could become familiar with the District and have input in next year's budget process. The board was in agreement.

#### **E. Action on Hoger Farm Park Declaration of Restrictive Uses**

Asst. Director Garrison explained that on October 2011 a remedial work plan was approved to address concerns from the Illinois Environmental Protection Agency (IEPA) in regards to property located in Hoger Farm Park. An Environmental Covenant deeded the 22-acre park as a restricted area.

The work, Garrison noted, was recently completed and approved by the IEPA, Seyfarth Shaw LLP, Carlson Environmental, and the Park District Risk Management Agency (PDRMA). Since the actual area of concern is a 1.171 acres in size, a deed restriction was developed to replace the proposed Environmental Covenant in order to potentially permit the district's use of the remaining 20.829 acres.

Garrison stated that staff was recommending the Board approve the Declaration of Restrictive Uses for the 1.171 acres of area in Hoger Farm Park.

Commissioner Nyquist made a motion to approve the Hoger Farm Park Declaration of Restrictive Uses. Commissioner Irving seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

#### **F. Action on Corn Fest Request**

Asst. Director Garrison explained that the Corn Fest request was the same as last year and that staff was recommending approval.

Commissioner Irving made a motion to approve the Corn Fest request for 2014. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

### **G. Action of Purchases over \$10,000: Truck, Groomer, Mower**

Asst. Director Garrison recommended approval for the purchase of a 2015 Ford F250 in the amount of \$24,440 via the State of Illinois Purchasing Program, approval for an All Purpose Groomer from Burris Equipment in the amount of \$10,816 and approval for a 15' Batwing Mower from Johnson Tractor, Inc in the amount of \$10,500. Garrison noted that all three pieces of equipment were approved as part of the FY2015 budget approved in March and were all below the budgeted amounts.

Commissioner Holliday asked if the grasshopper, purchased last fiscal year, could be utilized on the playgrounds.

Commissioner Faivre also asked if there were attachments that could be purchased in order to also utilize the grasshopper on playgrounds.

Garrison replied that the grasshopper was too heavy and not adequate for playgrounds. He also noted that the District currently maintains 21 playgrounds and the purchase of the groomer would reduce labor cost and help the District meet ADA scoping requirements and improve safety.

Commissioner Faivre asked if Garrison had acquired other quotes. Garrison replied yes. President Young asked that all quotes be submitted to the Board for consideration.

Interim Director Ochromowicz stated that these items were discussed and approved when the FY 2015 budget was approved, but that staff could provide a list of quotes for the Board to review.

President Young asked why the Parks, Planning and Development Department needed a new truck. Garrison replied that staff allocation and work load had increased and that the department was in need of additional vehicles. This was part of the vehicle replacement program.

Interim Director Ochromowicz stated that the vehicle was a need.

Commissioner Faivre asked about the number of Sand Pros owned by the District. Golf Superintendent Roger Huber replied two and they were located at each golf course.

President Young recommended taking separate action on each equipment request.

Commissioner Faivre made a motion to approve the 2015 Ford F250 in the amount of \$24,440 via the State of Illinois Purchasing Program. Commissioner Nyquist seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

Commissioner Faivre made a motion to approve the purchase of an All Purpose Groomer from Burris Equipment in the amount of \$10,816. Commissioner Nyquist seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted not in favor during a roll call vote.

Commissioner Faivre made a motion to approve the purchase of a 15' Woods Batwing Mower from Johnson Tractor, Inc. in the amount of \$10,200. Commissioner Nyquist seconded the motion.

Commissioners Dean Holliday and Per Faivre voted yes to the roll call vote.

Commissioners Keith Nyquist, Bryant Irving and Phil Young voted no to the roll call vote.

## **IX. Financial Reports**

### **A. Purchase Orders**

Commissioner Nyquist inquired about the location of the bleachers being purchased from Diversified Metal (Purchase order #20150003). Garrison noted that the bleachers were ordered for Katz Park.

### **B. Invoices**

Commissioner Faivre asked about ECRA invoices. Interim Director Small replied that the invoice was to HYA for the Interim Director services.

Commissioner Faivre also inquired about the Personalized Awards invoice. Athletic Director Ryder noted that the invoice was for youth soccer, adult soccer, and softball awards.

Commissioner Faivre also inquired about various Wal-Mart invoices and the purchasing procedure. Asst. Director Small reviewed the purchasing policy and noted that Asst. Financial Administrator Josephine Knoble ensures that each invoice has been properly approved. Small also noted that the approval of invoices is also audited each year by Sikich during the annual audit.

Commissioner Faivre made a motion to approve the financial reports, including the open invoices in the amount of \$73,110.72. Commissioner Holliday seconded the motion.

Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving and Phil Young voted in favor during a roll call vote.

### **C. Budget/Actual Report**

Commissioner Faivre asked about the decrease in rental budget in the Athletic Department. Athletic Director Bill Ryder noted that NIU athletics would not be utilizing the Sports & Recreation Center as frequently as in the past, and therefore the budget was adjusted to reflect a reduction in revenues.

## **X. Committee and Staff Report**

### **A. Ellwood House**

Asst. Director Garrison noted that the Ellwood House Association Executive Director evaluation was completed, the 2014 operating budget approved, a new point of sale system installed, and shelving units were installed in the old blacksmith shop area.

Garrison also noted discussion on the Art Fair/Ice Cream Social and the Wine on the Terrace events and ways to improve marketing efforts, branding, and sponsorship opportunities.

### **B. Plan Commission**

No report.

**C. Pool Committee**

Commissioner Faivre reported that the pool committee was in the process of wrapping things up and would be submitting a report to the Board at the May or June meeting.

**D. Trails & Trees Committee**

No report.

**E. Staff Reports**

Golf Course Superintendent Roger Huber spoke about a lease agreement for golf carts. Attorney Jim Rock noted that the Board could discuss the lease, but could not take action that evening, since the matter was not on the agenda.

Program Director Colleen Belmont noted that the Park District was participating in the Wellness Fair being held at the High School.

**XI. Board Comments**

No report.

**XII. Adjourn Public Meeting**

Commissioner Irving made a motion to adjourn the April 10, 2014 public meeting at 8:21 p.m. Commissioner Faivre seconded the motion and all members voted unanimously in favor.