



**DeKalb Park District
August 14, 2014
Study Session**

BOARD MEMBERS PRESENT:

Phil Young, Dean Holliday, Per Faivre, Keith Nyquist, and Bryant Irving.

STAFF MEMBERS PRESENT:

Jason Mangum, Lisa Small, Scott deOliveira, Bill Ryder, Roger Huber, Roger Olsen, Jane Holdridge, Todd Bex, and Colleen Belmont.

OTHERS PRESENT:

Katie Dahlstrom, Daily Chronicle; Amy Doll, Debbie Bex

MEETING CALLED TO ORDER

President Phil Young called the August 14, 2014 study session to order at 6:00 p.m.

INTRODUCTION OF AMY DOLL, SUPERINTENDENT OF RECREATION AND FACILITIES

Jason Mangum, Executive Director, introduced the new Superintendent of Recreation and Facilities, Amy Doll. She will begin on 9-2-14. Doll comes from the YMCA in Freeport and served as Aquatics Director.

Amy Doll said she was excited to return to public recreation in a college town.

LIONS PARK SHELTER (PGS. 1-3)

Executive Director Jason Mangum stated that improvements to the Lions Park shelter and Garden of Eden park were approved this budget year. Mangun said he and Project Manager Todd Bex discussed some changes to these plans and wanted to bring them to the board for input.

President Young asked if any ideas came from resident correspondence.

Mangum said he received an email from a resident requesting consideration for the installation of a picture window. The resident thought it would not only improve the appearance of the shelter but would also allow the parents working in the shelter to keep a better eye on the children.

Todd Bex then provided a PowerPoint presentation on the proposed project.

The project was outlined as follows:

- ADA Kitchen improvements
 - The existing kitchen was moved out of the back room
 - The sink and counter top were lowered
 - Access to the stove and refrigerator were improved
- The former kitchen will become a storage and mechanical room
- The shelter will have potential for year around use
- The interior bathroom ceiling received the same upgrades as the Hopkins Park shelter
- All new soffit and fascia
- The back of the building was painted
- New Roof
- New Gutters

Lions Shelter expenses as follows:

- ADA related expenses: \$817.23
- Remodel expenses ***without gutters:*** \$1,417.13 ***with gutters:*** \$2,482.13
 - Gutters: \$1,065.00
- Roof and Fascia expenses: \$4,528.77
- Disposal of old roofing material: \$202.96
- Credits totaling: \$302.42
- Total expenditures so far are: \$7,728.67

Bex said as illustrated in the figures above that expenses to date are below the projected \$20,000 amount. The concrete and siding work has not been done at this time. The cost of the siding was quoted at \$9,600.00 and the estimate for concrete work is \$5,000.00.

Mangum shared constituent comments to install larger windows to improve the the shelter's appearance and let parents keep an eye on their children when they use the shelter.

Bex said an idea to make the facility more appealing would be to brighten up the shelter by adding glass garage doors on the northeast and northwest corners of the shelter. This would also give the shelter an open feel. The existing windows could be moved to the north elevation of the building creating greater lines of sight from inside the shelter. Bex said renters could get a key from the District to open the garage doors. He proposed replacing the existing exterior doors to access the bathrooms from the outside. The estimated cost to accomplish these upgrades are \$6,275.00 for the installation of the two (2) new garage doors and \$2,820.00 for the four (4) new exterior doors with hardware packages.

The total new changes' cost of \$8,095.00 still keeps the project under the \$20,000.00 budgeted. The new siding and the concrete surround could be incorporated in the the design of the grant project for next year. Bex said the siding appears to be graffiti-proof because staff spray painted a sample and it cleaned up well. He said the siding would be above flood stage, and being vinyl, it should weather well.

Young asked if a four-season shelter would require double-pane windows. Bex said they would be installing 1/8" insulated glass in the shelter, but the glass could be changed if the shelter were to expand to year-round use.

Commissioner Irving asked if all the work was done in-house. Bex said all the work was done in house, except for the gutters.

Irving asked if the figure of \$6,275.00 was for the cost for both garage doors. Bex said that figure was the cost of both garage doors and the four (4) new exterior doors would cost \$2,820.00.

Young asked about cameras for the outside of the building and their proposed cost. Bex said there would be surveillance cameras on the exterior of the shelter and that he would have the cost for the cameras for the exterior and video equipment in the back mechanical room for the next meeting.

Mangum said there would also be motion lighting installed at the shelter.

Bex said motion lighting would cost approximately \$200.00.

With no one coming forward, President Young continued to the next agenda item.

GARDEN OF EDEN / PAPPAS PARK (PGS. 1-3)

Mangum said the Gardens of Eden and Pappas Park were another project budgeted for this year. He said staff wanted to propose moving the play structure from Pappas Park to Garden of Eden Park. Moving an existing structure instead of purchasing a new one would save the District nearly \$40,000. This money could be used to install amenities at Pappas Park that would be a better fit for the residents who live in that area. He proposed surveying residents in the area to determine what amenities would be most desired, which could include: a bags game set, a half-sized basketball court, or disc golf. The funds saved from the ADA improvements at Pappas Park could be used at another site to be determined in the park system for ADA improvements.

Bex provided a PowerPoint presentation on the proposed project.

The project was outlined as follows:

- Remove and replace existing play structure from Pappas Park and replace with half-court basketball and bag games
- Move Pappas Park play structure to Gardens of Eden and remove existing playground equipment
- Create a vegetated bio-swale

Pappas Park is a 4-acre park located in the heart of NIU student housing. The only amenity at the park is a play structure that is rarely (if ever) used. This summer park employees have been tracking the use at different times

of day and had seen a child using the play structure only once. The District has \$10,000 budgeted for ADA improvements related to this playground.

Pappas Park amenities:

- ½ court basketball court: \$6,550.00 for Asphalt Contractor and \$5,500.00 for Concrete
- 2 sets of bag games: \$1,240.00
- Basketball Goal: \$1,969.00
- Miscellaneous Expenses: \$3,000.00
- Total: \$12,759.00
- Budgeted for the park ADA improvements \$10,500.00
- Difference: \$ 2,259.00 over budget

Garden of Eden is a 3.4 acre park which is scheduled for upgrades this summer. An asphalt path is currently being constructed and the District has budgeted \$60,000 for a new play structure.

Edens Garden amenities:

- New uprights: \$3,919.48
- Concrete: \$9,050.00 estimated
- Drainage: \$1,500.00
- Gravel: \$1,800.00 estimated
- Playground surfacing: \$2,800.00 estimated
- Benches/Trash cans: \$1,300.00 estimated
- Total:\$20,369.48 estimated cost
- Budgeted for project: \$60,000
- Difference: \$39,630.52 under budget

Mangum said these are preliminary ideas; the District should survey the community to determine what amenities would be most desired, which could include: bags game sets, basketball court or disc golf; amenities to accommodate the population in the area. Moving the existing playground to Edens Garden will save the District money, and the savings could be used to provide additional amenities at Garden of Eden. Concrete and siding, complete the project in the fund currently budgeted.

Irving asked if the District would still maintain the park. Bex said after the play structure is removed, the table top will be used as fill and then it will be seeded and become a grassy area.

Vice President Faivre asked what the projected timeline would be. Bex said staff would post signage and gather resident input as to what they would like. The District has found that questionnaires are not effective and that a link on our website may work better.

Mangum said we could move forward immediately, with no official board action required.

Treasurer Dean Holliday said there had been some interest in a community garden if the play structure were moved.

Nyquist asked that if the play structure would be moved before the residents near Pappas Park were polled. Mangum said before moving the play structure the District would post signage and post a link on our website requesting input. The project should be done by this fall.

Young asked Bex how old the play structure at Pappas Park was; Bex said the play structure at Pappas Park was under 15 years old.

Holliday asked if it was still in good shape; Bex said it was in good shape and meets ADA requirements.

Bex felt that signage at both parks would be beneficial.

With no one coming forward, President Young continued to the next agenda item.

PROPOSED BUDGET PLANNING SCHEDULE (PG. 4)

Mangum presented a draft of the budgeting schedule to the Board. He said Superintendent of Finance Lisa Small was available for questions.

Small said the tentative meetings are September through February as stated on the FY2016 Budgeting Schedule.

Mangum appreciated early input from the Board on the budget to give staff an opportunity to get estimates for capital projects allowing for good decisions. He said he did not want the Board to be presented with a budget they were not involved with from the beginning.

Small stated the December 11, 2014 meeting would have a lot of business to conduct and suggested a special budget workshop could be scheduled to allow adequate time to discuss the budget in detail.

Young asked how far in advance prior to December 11 would the Board receive the meeting packet. Small said no sooner than a normal packet, the Friday before.

Nyquist asked if the workshop could be held before or after December 11th. Mangum said that could be done.

Young said we could go ahead with the meeting on December 11th and if needed have a study session between then and January 1st. Small said we can address it as it gets closer. She suggested the consideration of Wednesday the December 10th, the day before the regular meeting.

Per Faivre, Vice President stated he wanted time to review prior to the meeting.

Young agreed this could be discussed later as it gets closer to December 11th.

Motion to adjourn by Commissioner Nyquist. Seconded by Commissioner Faivre and was approved unanimously by voice vote.



DeKalb Park District
August 14, 2014
Public Meeting

BOARD MEMBERS PRESENT: Phil Young, President; Dean Holliday, Treasurer; Per Faivre, Vice President; Keith Nyquist, Secretary; Bryant Irving, Commissioner.

STAFF MEMBERS PRESENT:

Jason Mangum, Lisa Small, Scott deOliveira, Bill Ryder, Roger Huber, Roger Olsen, Jane Holdridge, Todd Bex, and Colleen Belmont.

OTHERS PRESENT:

Katie Dahlstrom, Daily Chronicle, Amy Doll.

I. Meeting called to order and the Pledge of Allegiance

President Phil Young called the August 14, 2014 public meeting to order at 7:00 p.m. All present recited the Pledge of Allegiance.

II. Action on the Agenda

Commissioner Nyquist made a motion to approve the agenda for August 14, 2014. Seconded by Commissioner Faivre and a roll call was taken: Nyquist, aye; Irving, aye; Holliday, aye; Faivre, aye and President Young, aye. Motion passed 5-0.

III. Action on Minutes from previous Meeting:

a. Study Session and Public Meeting of July 10, 2014 (pgs. 5-15)

Commissioner Faivre made a motion to approve Study Session and Public Meeting minutes of July 10, 2014 (pgs. 5-15). Seconded by Commissioner Holliday and no roll call was taken.

Commissioner Nyquist stated he had some revisions to the minutes as follows:

- Page 5, should read, "President Young noted that the pool and golf course were have been funded by the Enterprise Fund for 20 years."
- Page 5, should read, "Small confirmed both Enterprise Funds have been in place for at least twenty (20) years."
- Page 5, should read, "Commissioner Holiday asked if the Enterprise Funds would be done solely for accounting purposes."
- Page 7, should read, "The planting of trees that do not grow *fifteen (15) plus feet*,"

Commissioner Nyquist made a motion to approve the Study Session and Public Meeting minutes of July 10, 2014 (pgs. 5-15) *as amended*. Seconded by Commissioner Irving and a roll call was taken: Irving, aye; Holliday, aye; Faivre, aye; Nyquist, aye; and President Young, aye. Motion passed 5-0.

IV. Correspondence

a. Action on Request from BSA Troop 33 to Operate a Concession Stand and Use of Golf Cart (pgs. 16-17)

Mangum said he was contacted by Cliff Golden, Scout Master for Troop 33, requesting permission to operate a concession stand for the upcoming AYSO season. In addition to selling concessions, they would like to use a work cart from the golf course. Bill Ryder and Roger Huber are both supportive of the program and are willing to accommodate their request. Troop 33 has agreed to provide the required certificate of insurance and sign the District's standard Equipment Use agreement.

Nyquist said the Scout Master Troop 33 has been doing this for many years.

Bill Ryder, Athletic Supervisor said he supported the program and was willing to accommodate their request.

Irving made a motion to approve the request from BSA Troop 33 to operate a concession stand and use of golf cart during AYSO games at DeKalb Kiwanis Park on Saturdays from August 16 to October 25, 2014 (pgs.16-17). Seconded by Faivre and a roll call was taken: Holliday, aye; Faivre, aye; Nyquist, aye; Irving, aye; and President Young, aye. Motion passed 5-0.

V. Public Comments

President Young asked if there was any one present who wanted the opportunity to speak. With no one coming forward to speak, President Young closed Public Comments.

VI. Old Business

None.

VII. New Business

a. Action to Adopt Personnel Policy 1-17: Personnel Action Form (pgs 18-20)

Mangum asked the Board to consider approving *Personnel Policy 1-17: Personnel Action Form*.

Mangum said that this policy would help the District to track personnel changes such hiring, termination, and title changes that may affect a person's status.

Young asked whether it would be used when seasonal staff were hired. Magnum said it would be used at the time of all new hires. With many departments within the Park District, part-time, seasonal, etc., the Personnel Action Form would be helpful for administrative tracking.

Young asked if this form would be used for interns as well. Mangum said it would be used for all paid interns.

A motion was made by Nyquist to approve **VII. a. Action to Adopt Personnel Policy 1-17: Personnel Action Form**. Seconded by Faivre and a roll call was taken: Nyquist, aye; Irving, aye; Holliday, aye; Faivre, aye and President Young, aye. Motion passed 5-0.

VIII. Financial Reports

- a. Action to Approve Invoices for Payment (pgs. 21-33)**
- b. Monthly Financial Summary (pgs. 34-35)**
- c. Purchase Orders (pgs. 36-40)**
- d. Budget/Actual Report (pgs. 41-80)**

Nyquist asked about page 24, under Commonwealth Edison. Katz Park has multiple uses: athletics and dog park for example and asked whether the electricity costs were divided up between athletics and the dog park? Small said most of the cost should be charged to the ball fields and said they are working with Commonwealth Edison to clarify the meter readings.

Irving asked about page 23, Hitchcock Design Group for mileage charges and professional services. Mangum stated that Hitchcock Design Group had been hired to provide the design for the Lions Park grant project and the amount in the line item was the amount approved in the contract.

Irving referred asked about page 27, Graphic Matters, and asked if the company was were local. Food and Clubhouse Manager Jane Holdridge said that Graphic Matters is local.

Irving asked about page 27, Illinois Tire of DeKalb, Inc. and asked what piece of equipment required an oil filter that cost \$36. Athletic Supervisor Bill Ryder said the cost was for truck maintenance, and the \$36 charge was for an oil change and oil filter.

Irving asked about page 32, TBC, and commented there were a lot of charges, and in his opinion felt the District was overcharged. Small said the TBC Net charges are for firewall maintenance, email, spam filter, and a multitude of things each month long that included software licensing.

Irving asked if it would be more feasible to own, rather than lease computer equipment and software. Mangum stated the District is due for upgrade from Office 2007 and said that Office 365 is paid monthly and is budgeted for next year. With new staff coming on, and currently paying for software licenses, the District plans on using Office 365.

President Young noted that Office 365 is typically Cloud based and asked if the District was going to be going to a remote server based system to run computer operations or if the District would use a more traditional desktop/server format.

Mangum said the operating system would be downloaded on the computer and hosted in the cloud. It offers a terabyte of storage. Mangum said some local servers will be required to host financial software.

President Young asked to vote on a. through d. as one (1) vote. Commissioners agreed.

A motion was made by Commissioner Faivre to approve *VIII. a. Action to approve Invoices for Payment on July Invoices, totaling \$164,742.96 (pgs. 21-33), VIII. b. Monthly Financial Summary (pgs. 34-35), VIII. c. Purchase Orders (pgs. 36-40) and VIII. d. Budget / Actual Report (pgs. 41-80)*. Seconded by Commissioner Irving and a roll call was taken: Holliday, aye; Faivre, aye; Nyquist, aye; Irving, aye; and President Young, aye. Motion passed 5-0.

IX. Committee and Staff Reports

a. Ellwood House

Mangum said staff was working on the museum grant that included the roofing project, signage, terrace tile, landscaping, foundation repair and an ADA lift.

Bex added that the timeline for the project would be from May 2014 to July 2015.

b. Plan Commission

Nyquist reported that at the last Plan Commission meeting there was discussion on zoning variances for University Plaza as they propose to convert it from a 1,100 room dorm to a series of apartments. Their proposed plans were to pave or build a parking structure on a parcel of green space next to Welsh Park. This could pose a potential impact on Welsh Park. The market for the proposed project is heavily made up of international students. Nyquist thought there would be a possibility for a need for different amenities at Welsh Park.

Young asked if they mentioned anything about the amenities at Welsh Park. Nyquist said the District was not mentioned.

c. Trails and Trees Committee

Nyquist reported that he, Mangum, and Park Foreman Josh Clark met with Commonwealth Edison regarding tree trimming at Devonaire Farms, and that ComEd agreed to remove the trees underneath the wires and apply herbicide to prevent regrowth. ComEd also agreed to cut a series of dead ash trees to a height of approximately 12' to allow for wildlife habitat.

Young recommended that the fence at lot 103, adjacent to Roberts Park, stay in place until the newly-planted trees were more fully grown.

d. Staff Reports (pgs. 89-103)

Young asked Lisa Small, Superintendent of Finance how the Movie in the Park went. Small said there was a good-sized crowd and felt it went well.

Young asked if we would potentially buy projection equipment in the future. Small said there are grants available to apply for that would cover that kind of purchase.

Holliday asked if we spray for mosquitoes prior to the event. Magnum replied that the Park District did not spray this year.

Bex reported that paving on Nature Trail was initially scheduled to start Wednesday, August 13th but was delayed. He will work on getting a hard date of when they will start. The Garden of Eden project will be started first; then on Wednesday, August 20th or Thursday, August 21st staff will start on the Nature Trail. A resident who drives 10 minutes to the Nature Trail to walk wanted to know when the Nature Trail would be unavailable.

X. Adjourn Public Meeting to go in to Executive Session for the purpose of discussing
a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meeting Act

A motion was made by Faivre to adjourn the Public Meeting to go into Executive Session at 7:36 p.m. Seconded by Irving and a roll call was taken: Faivre, aye; Nyquist, aye; Irving, aye; Holliday, aye; and Young, aye. Motion passed 5-0.

XI. Reconvene Public Meeting

The meeting reconvened at 8:20, and the Board took no action.

XII. Adjourn Public Meeting

A motion was made by Faivre to adjourn the Public Meeting. The motion was seconded by Irving. In a voice vote, all members of the Board voted to adjourn. The motion passed 5-0.