

DeKalb Park District
October 13, 2011
Study Session

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

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

OTHERS PRESENT: Steve Halberg

President Teboda called the October 13, 2011 study session to order at 5:33 p.m.

Master Plan Presentation

Steve Halberg of Bonestroo gave an overview of the data collection process for the 2011 Outdoor Parks & Recreation Master Plan.

Halberg explained that he had met with several focus groups which included District staff, Board & executive staff, public officials, community leaders, and the general public. Data was also collected from a community survey, an open house held at the Hopkins Park Community Center, demographics, and from physical inventory of park sites & facilities.

Halberg then summarized the ratings given to the District on the quality of parks and recreation facilities. On a scale of 1-5 with 5 being the highest rating, the staff ranked itself with a 3.17 average, elected officials ranked the District with a 3.71 average and the community ranked the District with a 4.18 average. The public expressed the need for "WOW" factors.

The focus groups identified the top three items for consideration: the desire for an indoor/outdoor swimming pool, additional park and facility maintenance, and park & security lighting. The most favored funding strategy was the utilization of grants. Grants were favored 25 to 1 over referendum and 2 to 1 over privatization.

Halberg explained that Asst. Director of Parks Planning & Development, Brad Garrison had provided an inventory of District parks and amenities. When the inventory was compared to the standards set by the Illinois Department of Natural Resources (IDNR) and the National Recreation and Park Association (NRPA), the District was found to be deficient in playgrounds, mini parks and community parks, but was found to have an overabundance of soccer fields and neighborhood parks.

Halberg stated that he visited all District parks, except for the park site located on the east side of St. Mary School. A data sheet with a scoring was generated for each park. The scoring was determined by curb appeal, signage, accessibility, turf conditions, etc. In this preliminary assessment, District parks scored higher and showed strengths in regards to signage, security lighting, playgrounds, and turf quality. The quality of turf in the majority of parks was deemed as athletic field turf quality. The District scored lower and showed weaknesses in access routes

to activity areas, access routes to benches, seating & shade for play areas, playground surfacing (several still have sand), and landscape beds.

Halberg recommended that the District expand the trail network throughout the District. He noticed that in some areas pathways have already been generated by users and that the District could pave those areas. Other suggestions were to naturalize areas to reduce on maintenance and the need for park signage.

Halberg briefly explained that the community survey was included with the Program Brochure and mailed to DPD residents. Out of the 84 responses received, most were satisfied with the quality of parks.

Commissioner Young asked how many program guides were mailed to DPD residents. Director Capek replied that approximately 15,000 were mailed. She also noted that the survey was available on the District website.

Commissioner Mason noted that Northern Illinois University does not contribute to property taxes and inquired if the District had to take into consideration the student population when determining the number and acres of park space required by the NRPA and IDNR guidelines.

Halberg stated yes and that the standard was based on the 10 acres per 1,000 people.

Asst. Director Garrison inquired if the request for trails was for natural or paved trails. Halberg replied that the request was for additional paved trails. Halberg stated that during his visits to the parks, he noticed that they are mainly utilized by pedestrians walking, jogging and biking. He suggested the need for multipurpose trails throughout the District.

Asst. Director Garrison also inquired about the request for lighting. Halberg replied that the public was requesting additional security and safety lighting.

Director Capek stated that with the results, it would be appropriate to ask the community to prioritize their requests.

The Board thanked Halberg.

Review Pool and Golf Fees

Director Capek inquired if the Board had any questions about the 2012 Hopkins Park Aquatic Center report.

deOliveira summarized the 2012 fee recommendations report. deOliveira stated that he analyzed fees to increase revenue to keep up with the increases of expenses. However, due to an aging facility and difficult economic times, staff was recommending no change in the cost of resident passes and daily fees and a decrease in cost for non-resident passes to try to capture more of the non-resident market.

deOliveira explained that in 1999 the facility was experiencing an overcrowding issue and as a result of that, the costs of non-resident passes were greatly increased in 2000. In 1999 the

District sold 518 non-resident passes compared to the 90 sold in 2011. While there are 3 to 4 days throughout the summer that are extremely busy, deOliveira stated, the majority of the season the facility is able to accommodate more patrons.

deOliveira stated that the change in price for the non-resident passes follows the District's pricing policy. The philosophy is that a season pass should pay for itself within 10 visits for the 1st adult and 8 visits for additional family members.

Commissioner Mason asked that the District market the purchase of gift certificates for pool passes.

Commissioner Hanson asked how many resident passes were sold in 1999 compared to the 518 non-resident passes. deOliveira stated that approximately 2,300 resident passes were sold in 1999.

Commissioner Hanson commended deOliveira on the quality of his report.

Director Capek summarized the recommended changes and additions to the 2012 golf fees.

Due to a flat golf industry, a poor season due to weather, and heavy discounts being offered by all public and private golf courses, staff was recommending no changes in daily fees and pass rates for either River Heights or Buena Vista and a slight decrease in the Combo pass fees.

Staff also proposed the addition of a family pass for both courses and a 10 ride golf cart punch card for 18 holes. A double ride golf cart punch card would cost \$250 and a single ride golf cart punch card would cost \$150.

The Board will consider the recommendations and approval of the 2012 fee schedule for both the Aquatic Center and Golf Courses will be made at the November Board meeting.

Review Shodeen Plans

Director Capek gave an overview of the history and District involvement with the Irongate/Shodeen Development.

Capek stated that in the new plan, the developer eliminated the park sites the District had identified as not acceptable. Some accommodations were made to the request that several sites lacked street frontage and the plan allows for 38 acres to be dedicated to the District.

Capek noted that the Land/Cash ordinance calls for 50 acres.

The District was recommending that it would not be responsible for the maintenance, care, or replacement of any storm water management functions, water or wet detention. The District would not accept trails not associated with park space. The developer will have to comply with the park land specifications as detailed in the Land/Cash Ordinance. Lastly, if the developer is unable to meet the required amount of land to be dedicated to the District in compliance with the Land/Cash Ordinance, the balance will have to be paid in cash.

Director Capek gave an overview of the recommended changes and reconfigurations for Park A, Park C, Park D, Park G, and Park H. The Board was in agreement with the proposed changes.

Asst. Director Small stated that the Land/Cash Ordinance was very specific regarding the condition of contributed land and that the District was not asking for anything outside of the Ordinance.

Commissioner Hanson asked about trails within the development. Asst. Garrison stated that trails are part of the negotiations the developer has with the City.

Capek also stated that the District would not be receiving funds until the development is 50% built and therefore will have to utilize capital funding.

Lastly, Capek stated that she would submit the recommended changes to the developer.

Irrigation Bids

The Board decided to discuss the irrigation bid results during the New Business portion of the agenda.

Sports Program Evaluations (Informational)

Athletic Director Bill Ryder gave an overview of the 2011 youth summer baseball/softball program.

Ryder noted that 70 teams participated in the 2011 program, 3 more than last year. Also, 66 of those teams were sponsored.

Commissioner Mason thanked Ryder for his report.

Board Meeting Schedule (Informational)

There were no questions.

**DeKalb Park District
October 13, 2011
Public Meeting**

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

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Director Brad Garrison, Asst. Director Lisa Small, Roger Huber, Josephine Knoble and Bill Ryder.

OTHERS PRESENT: None.

I. Meeting Called to Order

President Teboda called the October 13, 2011 public meeting to order at 7:00 p.m.

II. Approval of Agenda

Commissioner Mason requested that discussion on the name of the master plan be added under the New Business portion of the agenda.

Commissioner Hanson made a motion to approve the October 13, 2011 amended agenda. Commissioner Mason seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings

Commissioner Hanson made a motion to approve the September 8, 2011 study session, public meeting, and executive session board minutes, and the October 3, 2011 special public meeting and executive session board minutes. Commissioner Young seconded the motion and all members voted unanimously in favor.

IV. Recognition of Staff Service Awards

The Board recognized Assistant Director Brad Garrison for 30 years of service to the DeKalb Park District. The board and Director Capek thanked Garrison for his dedication to the District.

V. Correspondence

Director Capek noted she received a request from Jeremy Wright, youth pastor of The Rock Christian Church, for the use of Haish Gymnasium for a fundraiser to help support the Church's CORE Youth Ministry. The fundraiser will be a basketball mini tournament for members of the church. Concessions will consist of only pre packaged foods.

Capek noted that the group has utilized Haish Gym for the past two years to host this event.

The Board was in agreement.

Commissioner Young read an email sent to President Teboda from Bob Moore of Rochelle expressing his disappointment in the conditions of the greens at Buena Vista Golf Course. The Board discussed the issue.

VI. Business from the Floor

There was none.

VII. Old Business

A. Sledding Hill Discussion

Assistant Director Garrison stated that he investigated Katz Park and Hopkins Park as the two possible locations for a sledding hill.

Garrison stated that Katz Park was most conducive at the moment. To meet PDRMA's recommendations the development of a snow hill would require significant grading work to shape the existing dirt, installation of fencing and stairs, and orientation to the north to prevent snow melt.

Garrison noted that the hill at Katz Park is proximate to the North property and can only be oriented to the East to Southeast. Also, the parking lot is quite a distance away from the proposed area and could present access difficulties for patrons and emergency responders.

Garrison stated that a hill at Hopkins Park would require the parking lot and road to be closed off for sledding. Closure of the lot and road by the ball fields would require patrons to park by the shelter house. Other safety concerns were: transition from proposed sled hill to park road, storm rims and a concrete curb near the base of the hill and the road, run out area at the end of the sled hill does not provide enough area for a safe stop, access to the hill requires users to cross the sled area and a drainage ditch & speed bump are located to the right of the hill.

Garrison stated that budget cost for the project has not been investigated. Staff recommends that sledding be prohibited at Katz and Hopkins until a safe sledding facility can be provided.

Garrison suggested that it be part of the District Master plan and that maybe in the future Land/Cash money could be utilized to develop a safe sledding hill for the community.

B. Approve change of date for December Park Board meeting from December 8 to December 6

Commissioner Hanson made a motion to approve the change in the December Board meeting from December 8 to December 6, 2011. Commissioner Young seconded the motion and all members voted unanimously in favor.

VIII. New Business

A. 7:15pm: Public Hearing Concerning the Intent of the Board of Park Commissioners to sell \$1,100,000 Limited Tax park Bonds

At 7:15 p.m. President Teboda called a Public Hearing Concerning the Intent of the Park Board of Commissioners to sell \$1,100,000 Limited Tax Park Bonds and invited anyone interested to address the Board.

There were no comments or testimony from the floor and no correspondence received.

Commissioner Mason made a motion to close the Public Hearing. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

B. Approve to Accept bid for Irrigation System

Director Capek stated that the bids for the River Heights Pump Station were opened on Friday, October 7 at 10 am. A total of five bids were received and that the results were forwarded to EC Design the District's irrigation consultant for review.

Capek recommended the Board approve the low bid from Pro Pump & Controls Inc., with a deduction of the communication option and an addition of one year warranty for a total of \$78,426.25.

Commissioner Hanson made a motion to approve the low bid from Pro Pump & Controls, Inc. with a deduction of the communication option and an addition of one year warranty for a total of \$78,426.25. Commissioner Mason seconded the motion and all members voted unanimously in favor.

C. Name of Master Plan

Commissioner Mason suggested that the title of the master plan would be descriptive of what the plan was for.

Director Capek pointed out that the Master Plan was titled 2011 Outdoor Parks and Recreation Master Plan.

IX. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

President Teboda inquired about the purchase order to NGE, Inc. for a curtain divider. Asst. Director Garrison stated that the curtain was for the Sports & Recreation Center.

C. Invoices

The Board reviewed and approved the list of bills totaling \$178,334.33.

D. Budget/Actual Report

There were no questions.

X. Committee and Staff Report

A. IAPD-Dave Mason

Commissioner Mason distributed a sample packet of self evaluation/score sheets utilized by the IAPD/IPRA Distinguished Parks & Recreation Committee to evaluate park districts in the state of Illinois. Commissioner Mason explained the process and stated that the committee looks for evidence to support the self evaluation scores.

B. Ellwood House-Cindy Capek

Director Capek noted that the Ellwood House holiday event was scheduled for December 7-9. Capek also stated that the Ellwood House staff is working to attract the corporate market for fundraisers, facility rentals, and donations.

C. Plan Commission- Mike Teboda

No report.

D. Staff Reports

No report.

XI. Move to Closed Session for the Purpose of the Board discussing matters pursuant to the Illinois Open Meetings Act

A. The filling of a vacancy on the Board, pursuant to Section 2(c)(3)

At 8:10 p.m. Commissioner Hanson made a motion to move into closed session for the purpose of the Board to discuss matters pursuant to the Illinois Open Meeting Act: A filling of a vacancy on the Board, pursuant to Section 2(c)(3). Commissioner Mason seconded the motion and all members voted unanimously in favor.

XII. Reconvene Public Meeting

At 8:33 p.m. Commissioner Mason made a motion to return to the regular meeting. Commissioner Hanson seconded the motion and all members voted unanimously in favor. President Teboda stated that the Board met in Executive Session to discuss matters pursuant to the Illinois Open Meetings Section 2(c) (3).

Commissioner Mason motioned that the Board appoint Mario Fontana to fill the vacated Board position. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

XIII. Adjourn Public Meeting

Commissioner Mason moved to adjourn the October 13, 2011 public meeting at 8:35 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.