

DeKalb Park District
March 10, 2005
Study Session

BOARD MEMBERS PRESENT: Dave Mason, Dave Male, Matt Volk, Mike Teboda

(Mary Gawryns was absent)

STAFF MEMBERS PRESENT: Dave Mogle, Lisa Small, Brad Garrison, Josephine Knoble, Randy Hjelmberg, Bill Ryder

OTHERS PRESENT: None

The March 10, 2005 study session was called to order by Dave Male at 6:15 p.m.

1. Appropriation Amendment for FY 2005

Lisa Small reported that the last FY 2005 voucher list of bills was not complete and would be adding additional invoices throughout the week due to fiscal year end.

Small summarized the appropriation amendments as follows:

Parks Department-\$20,000) decrease in appropriations due to not filling an open position.

Administrative Department-\$40,000) decrease in insurance appropriations due to a savings in worker's compensation insurance premium.

Recreation Department-no amendments

Athletic Department-\$35,000 increase in appropriations due to contractual and leased vehicles.

Concessions Department-\$3,000 amended increase in appropriations

Audit Fund, FICA & IMRF Funds-no amendments

Museum Department- recommendation to appropriate an additional \$23,000 for the Ellwood House and \$14,000 for the Nehring Center, with a total of \$37,000 of additional appropriations in the Museum Department.

Special Recreation Department-various capital project improvements were not completed in

FY 2005 and therefore the fund balance would be carried over to the following fiscal year.

Capital Projects Department- appropriations were adjusted by (\$80,000) from pathway projects that were not completed in FY 2005, the caretakers residence was not remodeled and deferral of the Hopkins Park improvements to next year.

Dave Mason questioned whether a portion of funds could be transferred from the Ellwood House budget to the Nehring Center budget to assist with operational expenses.

Brad Garrison suggested the district explore other alternative funding sources.

Dave Male reported that the Ellwood House had an endowment fund which could be considered as a means to support the cost of renovation projects and/or operating costs of the Museum.

Garrison replied that a large portion of the endowment fund was utilized for the construction of the Visitor's Center and also reported that Jerry Brauer, Ellwood House Director, was in the process of expanding the Ellwood House staff.

Garrison also reported that Jerry Brauer had inquired to see if the Park District would help support a portion of the clean up cost after Ellwood House rental events.

Small explained that the district would not be supporting those costs and that revenue from rentals should be used to offset the Association's cost.

Small recommended that the amended appropriations be approved during the regular meeting.

Male thanked Small for all her hard work.

Small thanked Josephine Knoble for her efforts in completing the year end voucher list of bills.

2. Impact Fee Ordinance Discussion

Small explained that the impact fee ordinance provided criteria for requiring park sites and/or cash contribution in lieu of park sites.

Small explained that in Variable 1, land dedication requirement was determined by using a ratio of 5.5 acres of park space for each 1,000 people.

Male questioned the low expected population per unit as shown in the chart on page 9 of the Impact Fee Ordinance.

Garrison replied that those figures were contested in DeKalb, and that the park district's goal was to exceed State standards and have that language incorporated in a revised ordinance.

Small explained that a study conducted in October 2003, recommended a ration of 7.5 acres of park space for each 1,000 people.

Small explained that in Variable 2, cash contribution in lieu of park space was based upon the fair market value of \$75,000 per acre, but that the survey average was \$95,000 per acre.

Garrison and Small also discussed guidelines for acceptance of park space and recommended the district not consider space that was less than 2 acres in size.

Garrison also recommended that the district communicate to the City of DeKalb how important it was for the district to be involved with developers in the early planning stages.

Dave Mason inquired about the use of impact fees.

Small explained that impact fees collected from a development have to serve the residents of that area and utilized for the acquisition of park sites, construction of new parks or capital improvement of existing parks, however, in the past the district was allowed to spend 1/3 of the total in a regional area.

Male inquired why impact fees were collected through the City.

Garrison replied that the Impact Fee Ordinance stated that fees would be collected through the City, and that the park district was required to submit a written request to the City for the collection of impact fees.

Small reported that she had contacted the City and inquired on the status of the impact fee for the new construction at the Knolls. The City mentioned that the developer had signed a letter of credit which could give the City a recourse if the impact fee obligation to the Park District was not met.

Small explained that the School District had hired professional consultants to help negotiate impact fees.

Dave Mogle explained that he would be meeting with Mark Biernacki, City Manager, on Wednesday, March 16 to further discuss impact fees.

Garrison expressed that setting guidelines for the acceptance of park land would eliminate many issues.

**DeKalb Park District
March 10, 2005
Public Meeting**

BOARD MEMBERS PRESENT: Dave Mason, Dave Male, Matt Volk, Mike Teboda

(Mary Gawrys was absent)

STAFF MEMBERS PRESENT: Dave Mogle, Gary Cordes, Lisa Small, Brad Garrison, Josephine Knoble, Randy Hjelmberg, Bill Ryder, Jane Holdridge, Roger Huber, Colleen Belmont, Scott DeOliveira, Russ Robinson, Mike Gibson

OTHERS PRESENT: None

I. Meeting Called to Order

At 7:10 p.m., Mike Teboda made a motion to call the March 10, 2005 public meeting to order. Matt Volk seconded the motion and all members voted unanimously in favor.

II. Approval of the Agenda

Dave Mogle recommended the removal of Executive Session from the agenda. Dave Male made a motion to approve the amended agenda. Mike Teboda seconded the motion and all members voted unanimously in favor.

III. Minutes from Previous Meetings

Mike Teboda made a motion to approve the February 8, February 10, February 15 and

February 22, 2005 board minutes. Dave Male seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Mary Gawrys explained that Cara Hanson had completed a survey for River Heights Golf Course and complimented the entire golf course staff.

Gary Cordes thanked Jane Holdridge for the water and coffee she served to a Neighborhood meeting that was held at River Heights.

Mike Teboda thanked Colleen Belmont for allowing the Knights to practice at Haish Gym, and also thanked Bill Ryder and Jeff Myles for the use of the SRC.

V. Business from the Floor

There was none

VI. Old Business

A. 2006 Tentative Budget

Lisa Small explained that the tentative 2006 budget was discussed during numerous budget workshop meetings. Small reported an increase in the General Fund budget for meetings, dues, memberships and legal fees.

Small also proposed an increase in the retainer fee for Gary Cordes, park district attorney.

Small also reported an increased in the Parks Department wage budget for the hiring of additional park time and/or seasonal staff. She also reported the addition of new budget line items for computer supplies and educational & staff development.

Small reported no changes to the Recreation Department, Concessions Department, Museum Department, Special Recreation Department, Enterprise Funds, FICA and Audit Funds.

Mogle explained that he would be working towards acquiring additional funding for the Nehring Center.

Small recommended approval to make the proposed 2006 budget available for public viewing for thirty days prior to final board approval.

Male made a motion to approve the 30 day public viewing of the proposed 2006 budget. Volk seconded the motion and all members voted unanimously in favor.

B. Approval of Parks Maintenance Plan

Dave Mogle reported that the Parks Maintenance Plan was discussed at the March 3, 2005 board workshop.

Matt Volk stated that the plan showed great thought and was articulate in its' presentation.

Dave Mason thanked Lisa Small and Brad Garrison and stated that the board was looking forward to the maintenance plan and to the improvement of existing parks and facilities.

VII. New Business

A. Appropriation Amendment for FY 2005

Small recommended approval of the Appropriation Amendment as outlined in the Study Session.

Volk made a motion to approve the amended appropriations for FY 2005. Male seconded the motion and all members voted unanimously in favor.

B. Facility Administrator/Marketing Coordinator Position

Mike Teboda made a motion to approve Scott deOliveira as the Facility Administrator and Marketing Coordinator. Volk seconded the motion and all members voted unanimously in favor.

C. Hopkins Park Slide

Dave Mogle explained that at the February 8, 2005 meeting, the board had discussed dismantling the speed slide.

Male made a motion to approve the dismantling of the speed slide. Teboda seconded the motion and all members voted unanimously in favor.

Volk amended the motion by adding that the speed slide be dismantled prior to the opening of the new season. Teboda seconded the motion and all members voted unanimously in favor.

D. Golf Cart Storage and Trail Fees

Mogle reported that at the February 22, 2005 meeting the board had discussed abolishing cart storage at Buena Vista Golf Course.

Russ Robinson and Mike Gibson reported that the 9 private golf carts stored at Buena Vista were utilized a total of 600 times last season, a \$15,000 loss in cart rentals for the golf course.

Robinson explained that he had concerns pertaining to liability issues and asked if the board would consider abolishing the storage of carts on the golf course.

Male inquired about the trail fee cost for the private golf cart owners. Robinson reported that the trail fees were included in the cart storage rental.

Male made a motion to abolish the storage of golf carts at the end of the 2005 season. Teboda proposed that the golf cart owners be given a two year notice.

Male made a second motion to abolish the storage of golf carts at the end of the 2006 season. Volk seconded the motion and all members voted unanimously in favor.

E. Approval of Regular Board Meetings for fiscal year beginning March 1, 2005

Mogle recommended that the regular board meetings for the fiscal year beginning March 1, 2005 be held on the second Thursday of each month starting at 7:00 p.m. and the study session at 6:00 p.m.

Teboda made a motion to approve Mogle's recommendation. Male seconded the motion and all members voted unanimously in favor.

F. Approval of projects over \$10,000

Garrison stated that Sipes & Sons had submitted a proposal to demolish the caretaker's house, the small brick building and old maintenance garage for a total cost of \$11,340.00.

Male made a motion to accept the \$11,340.00 proposal submitted by Sipes & Sons. Teboda seconded the motion and all members voted unanimously in favor.

VIII. Financial Reports

A. Payroll and Contractual

No questions

B. Purchase Orders

No questions

C. Vouchers

No questions

D. Budget/Actual Report

The Board reviewed and approved the voucher list of bills totaling \$128,546.02.

IX. Committee and Staff Reports**A. IAPD-Dave Mason**

Mason reported that a legislative breakfast was scheduled to be held at the River Heights Clubhouse on March 21, 2005 inviting park district staff from surrounding areas to attend and ask questions.

B. Ellwood House-Dave Male

Garrison reported that he would be meeting with contractors to begin work on additional renovation projects.

C. Plan Commission-Mary Gawrys

No report

D. Nehring Center-Matt Volk

Volk announced upcoming Gallery events.

Garrison recommended that a rental fee for the Visitors and Tourism Bureau be discussed.

Small reported a rental inquiry from a regional Kiwanis Organization, but felt the area was too small.

E. Staff Reports

Roger Huber stated that River Heights had received a donation for a 30 ft. flag pole. Huber reported that the flag pole would be erected on the corner of First Street and Fairview Drive.

Bill Ryder reported that he would work with deOliveira in developing a district wide policy on the acceptance of advertising banners. The policy, he stated, would be presented at the April regular board meeting.

Garrison reported that the City of DeKalb had approved and contracted the erection of bus stop enclosures. Garrison explained that the enclosures would post advertisements and that one would be placed in Hopkins Park.

X. Meeting Adjourned

Teboda made a motion to adjourn the March 10, 2005 public meeting at 8:15 p.m. Male seconded the motion and all members voted unanimously in favor.