

DeKalb Park District
January 10, 2008
Study Session

BOARD MEMBERS PRESENT: President Dave Male, Commissioners Joan Berkes Hanson, Dave Mason, Mike Teboda, and Matt Volk.

STAFF MEMBERS PRESENT: Executive Director Cindy Capek, Asst. Director Lisa Small, Scott deOliveira, Roger Huber, Josephine Knoble, and Russ Robinson.

OTHERS PRESENT: None.

Five-Year Capital Plan

Executive Director Capek reviewed the 5-year capital plan which was distributed at the December Board meeting and noted that \$265,000 was the proposed capital figure budgeted for FY2009. Capek explained that TIF funds would be used for the replacement of the playgrounds at Huntley and Kishwaukee Kiwanis Parks and for improvements at the Maintenance Department. A 5-year capital plan allows for continuous improvements throughout the District. Staff had worked together to determine priority items for the plan.

Commissioner Volk inquired about page two of the capital projects proposal. Director Capek replied that it provided detail on the line items included in the plan.

Commissioner Teboda inquired if Buena Vista Golf Course was in need of additional golf carts. Buena Vista superintendent Robinson replied that 20 golf carts were purchased two years ago and that five more were added to the fleet last year.

Commissioner Mason inquired if equipment could be shared between the courses. Director Capek replied that neither golf course had enough equipment in order to share.

Commissioner Volk asked if the budget for IT upgrades included software for future on-line registration. Capek replied that staff was investigating other less costly options instead of the Web track online registration package.

Director Capek noted that all registration facilities will be equipped with new computers, registers, and software.

Commissioner Berkes Hanson suggested that staff take into consideration future fiber optic possibilities. Asst. Director Small replied that staff had investigated the possibility of relocating the main server at the Sports & Recreation Center, but quickly learned that without the availability of fiber optic at other district locations the exchange of information would not be faster.

Commissioner Hanson inquired if the Aquatic feasibility study was an item in the capital planning budget. Director Capek stated that it was, and that the first phase study would assess the current condition of the Aquatic Center and its remaining lifespan. After that the District would need to consider the cost of improvements or the cost to construct a new Aquatic Center.

Enterprise Fund Operating Budget Presentation for FY 2009

Director Capek reported that she had met with staff to review the fee schedule and recommendations for both golf facilities and the aquatic center for the 2008 season.

Capek explained that due to the condition of the Aquatic facility, the district could not justify a large increase in the cost of passes or any increase in daily fees. Capek reviewed the FY 2008 Aquatic Center budget. Last year, sales in concession, season passes, and daily fees exceeded budgeted figures.

Commissioner Volk inquired about depreciation expenses in the golf facilities and Community Center. Asst. Director Small stated that she had not yet included those figures in the actual financial figures.

There was also discussion regarding the Community Center with regards to rental revenue and operating expenses.

Hopkins Park Operations Director deOliveira explained that the Community Center Terrace Room was almost entirely booked for the spring & summer season. He is anticipating a slight increase in fees for weekend rental rates next year.

Director Capek reported on the improvements and expansion to the 2nd floor bathrooms at Hopkins Park and renovation of the bar area which are to be completed over the next two months. Commissioner Volk inquired about the plans to the children's bathroom. Director Capek replied that it would be transformed into a unisex bathroom.

Asst. Director Small explained that when the Community Center was created as an Enterprise Fund, the vision was that the building would be the main location for recreational classes with meeting rooms available to the community. The Community Center, she further stated, was not being utilized as planned, and that the revenues would never be able to support its operations. She explained that she would be discussing with District auditors the possibility of removing the Community Center from the Enterprise Fund and placing it into the Administration Department.

Commissioner Volk inquired about the deficits in the golf budgets. Director Capek replied that staff looked at current budgets, discussed the impact of the weather and flooding, and reviewed survey information of other golf courses in the area. She further

stated that the only way to address budget deficit was to increase golf fees. However, given the market, it was not idealistic to do so at this time.

Capek recommended a modest \$10 increase of golf passes across the board keeping the cost per round reasonable as compared to daily rates. She further explained that the entire golf industry was experiencing difficulties and that numerous golf courses throughout the Chicago land area were not meeting budget.

Commissioner Mason inquired if there was a way to increase revenues by heavily marketing the golf courses. DeOliveira replied that the District had been proactive in its marketing efforts and offering numerous discounts and incentives to attract new golfers.

Commissioner Teboda inquired about corporate sponsorships at the golf facilities. River Heights Superintendent Huber replied that currently only scorecards were paid for by corporate sponsorship.

Commissioner Mason recommended that golf staff make necessary changes to alleviate the deficit of the golf course budgets.

Commissioner Volk inquired about exploring the assessment of a surcharge on golf carts due to the increase of fuel cost. Commissioner Teboda replied that the District's main goal was to offer top quality programs and facilities at the lowest price possible and felt that implementing a surcharge would discourage golfers from returning.

River Heights Superintendent Huber noted that he had lowered the FY2009 budget for maintenance wages. Commissioner Mason expressed his concern that lowering maintenance wages would affect the conditions of the course.

Director Capek said that weather will always affect the revenue of golf courses and noted that golf revenues were on track until the facilities were forced to close, for a period of time, due to the August floods.

Buena Vista Superintendent Robinson commented that Director Capek had received a grant for youth golf clubs and explained that he was excited about the highly qualified golf instructors that would be instructing the 2008 youth and adult programs. He was hopeful that the classes would develop additional clientele for the courses.

Commissioner Teboda recommended that the District begin marketing the highly qualified instructors available at Buena Vista Golf Course. Robinson stated that information on all the instructors would be available on the District web page.

**DeKalb Park District
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Public Meeting**

BOARD MEMBERS PRESENT: President Dave Male, Commissioners Joan Berkes Hanson, Dave Mason, Mike Teboda, and Matt Volk

STAFF MEMBERS PRESENT: Executive Director Cindy Capek, Asst. Director Lisa Small, Scott deOliveira, Roger Huber, Josephine Knoble, and Russ Robinson.

OTHERS PRESENT: Brenda Maratto

I. Meeting Called to Order

President Male called the January 10, 2008 public meeting to order at 7:05 p.m.

II. Approval of Agenda

Commissioner Volk made a motion to approve the January 10, 2008 agenda. Commissioner Mason seconded the motion and all members voted unanimously in favor.

III. Minutes from Previous Meetings

Commissioner Mason made a motion to approve the December 13, 2007 study session, public meeting and executive session Board minutes. Commissioner Volk seconded the motion and all members voted unanimously in favor.

Commissioner Berkes Hanson recommended that it be added to the December 13 board minutes that staff would be conducting a Hopkins Aquatic Center feasibility study to determine the conditions of the center and future plans for improvement or construction of a new aquatic facility.

Commissioner Mason made a motion to approve the amended December 13, 2007 study session, public meeting and executive session Board minutes. Commissioner Volk seconded the motion and all members voted unanimously in favor.

IV. Correspondence

There was none.

V. Business from the Floor

Sycamore resident, Brenda Maratto, addressed the Board of Commissioners in regards to the incident that occurred to her son, Andy Maratto, while participating in a soccer league game at the Sports & Recreation Center. She attended the December Park Board meeting and had requested that the Board look into padding the entire great room of the facility.

Maratto inquired about the status of the request. Director Capek replied that she contacted IPARKS, the District's risk management company, to review and provide an opinion on the measures or possible changes to be made to the Sports & Recreation Center.

Maratto expressed that the soccer community was willing to help raise funds in order to offset the cost of padding the entire interior of the great room.

President Male stated that the District would take proper action in order to correct any problems, but was waiting for the facility to be properly evaluated.

VI. Old Business

A. Approve 5-Year Capital Plan

Director Capek noted that the 5-Year Capital Plan was discussed during the study session and recommended approval.

Commissioner Teboda made a motion to approve the 5-Year Capital Plan. Commissioner Volk seconded the motion and all members voted unanimously in favor.

B. Merit Increases

Director Capek explained that last year a pool of dollars was allocated for merit raises with salary increases determined by annual evaluations. A three tier merit system was established using percentages ranging from 3.75% to 4.25% and the percentage earned by each employee was applied to the top end of a range in which the employee's salary was located.

Director Capek explained that her plan was to broaden the three tier system to six, using percentages ranging from 3.0% to 4.5%. The rationale was that in addition to the evaluation tool utilized last year, specific goals and objectives were established for all employees for this evaluation period.

Commissioner Teboda inquired about the 3.0% range. Director Capek replied that the employee evaluated with a 3.0% will be made aware that performance improvement would be necessary.

Commissioner Mason asked about the method utilized to evaluate employees. Capek replied that a performance evaluation listing approximately 15 to 20 criteria was established.

Director Capek recommended the same approach for merit increases for FY2008 and explained that the merit pool would be formally adopted upon budget approval.

The Board was in agreement.

VII. New Business

A. Approve Personnel Policy Changes

Director Capek reviewed several recommended changes to the Personnel Policy manual. She noted that the changes were highlighted in bold and provided clarification for several items that surfaced this past year.

Commissioner Teboda made a motion to approve the recommended changes to the Personnel Policies number 4-1, 4-2, 6-6, and 6-12. Commissioner Volk seconded the motion and all members voted unanimously in favor.

B. Approve Engagement of Auditors for February 29, 2008 Audit

Asst. Director Small reviewed the engagement letter from Sikich outlining the audit responsibilities for the February 29, 2008 audit at a fee that will not exceed \$13,860. Small recommended approval.

Commissioner Volk made a motion to approve the engagement letter with Sikich, to audit the financial statements for the DeKalb Park District for the year ending February 29, 2008 in the amount not to exceed \$13,860. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor.

C. Approve Projects over \$10,000: United Energy Association Project

Director Capek recommended the Board approve the \$19,500 quote submitted by United Energy Association to retrofit lighting at the Maintenance Campus.

Commissioner Volk made a motion to approve the quote of \$19,500 submitted by United Energy Association for lighting work to be performed at the Maintenance

Campus. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

VIII. Financial Report

A. Payroll and Contractual

There were no questions.

B. Purchase Orders

There were no questions.

C. Vouchers

The Board reviewed and approved the list of bills totaling \$128,354.97.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Reports

A. IAPD – Dave Mason

Commissioner Mason reported that the IAPD/IPRA Annual Conference would be held in Chicago at the end of January.

B. Ellwood House – Dave Male

President Male reported that the Ellwood House Mansion was beautifully decorated for the Holiday Season and thanked Asst. Director Garrison and Maintenance staff for keeping up with the snow removal at all the District facilities.

C. Plan Commission – Mike Teboda

No report.

D. Nehring Center – Matt Volk

Commissioner Volk reported that the Nehring Center Committee did not meet in December. He congratulated deOliveira and Belmont on the quality of the new 2008 winter program guide.

E. Staff Reports

Assistant Director Small reported that the District's file server crashed on December 13, but that the data was salvaged and restored on a new file server. Small thanked Asst. Financial Administrator Knoble for the extra hours and work to enter all the necessary financials for the Board meeting.

Program Director Belmont thanked the Maintenance staff for the new shelf area constructed at Haish Gymnasium and for the timely removal of snow at the Haish Gymnasium facility.

Commissioner Teboda inquired about the need for matting under the basketball nets in the small gymnasium at Haish Gymnasium. Program Director Belmont replied that she would look into the cost.

X. Adjourn

Commissioner Teboda made a motion to adjourn the January 10, 2008 public meeting at 7:50 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

