

DeKalb Park District
January 18, 2007
Board Workshop

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

STAFF MEMBERS PRESENT: Executive Director Cindy Capek, Assistant Director Brad Garrison, Assistant Director Lisa Small, Josephine Knoble, and Roger Huber.

OTHERS PRESENT: None.

I. Meeting Called to Order

President Dave Male called the January 18, 2007 Board workshop to order at 5:15 p.m.

II. Budget Discussion

Director Capek asked Asst. Director Small to review the proposed Capital Projects budget for FY 2008.

Asst. Director Small commented that staff met on several occasions to discuss agency wide capital projects and the needs of each department. She then distributed copies of the FY 2007 Capital Projects budget and the proposed Capital Projects budget for FY 2008.

Asst. Director Small reviewed the budgeted revenues for FY 2008. They were as follows: a \$17,000 Illinois Clean Energy Grant to upgrade the Sports & Recreation Center lighting, carryover of \$45,000 impact fee revenues from FY 2007, approximately \$6,000 in expected donations, \$1,070,000 in bond proceeds minus the \$352,408 transfer to the Debt Service fund for the Alternate Bond, and balance of \$30,000 from FY 2007. She further added that it was the last year the lighting grant would be available with no guarantee that the District would receive it.

Asst. Director Small reviewed the proposed expenditures by first addressing salaries and wages. The proposed budget reflected a 4% salary increase and adjustments in the allocations of salaries to various funds. The Capital Projects Fund will incur 2/3 of the Administrative Assistant wages, overtime, and seasonal wages.

The changes to Administrative expenses were minor and included a 16% increase in health insurance premiums, an increase in the conference line item to allow more attendance at conferences, an increase in the education & staff development line item, and a decrease in telephone expenses due to fewer cellular phones within the department.

Asst. Director Small reported that \$10,000 was allocated for landscaping. In FY 2007 the District had removed numerous dead trees throughout the parks and replaced them with over 50 new trees. Asst. Director Garrison reported that in the Spring of FY2008 the District would

acquire white Oak trees owned by the City of DeKalb and would continue with its tree replacement program.

Asst. Director Small further commented that, as proposed in the Maintenance Plan, the Capital Projects Department was scheduled to replace and/or purchase \$60,000 in maintenance equipment. Asst. Director Garrison said the funds would be used to purchase two 2½-ton trucks to replace the two vehicles declared surplus by the Board, a hydraulic garbage trailer; two z-master mowers, and a pull-behind mower.

Also, proposed in the budget was the allocation of \$5,000 for park signs to identify playgrounds, trails and District rules.

Asst. Director Small reported that \$52,300 was proposed for equipment and improvements at River Heights Golf Course. Priority improvements were the replacement of the clubhouse hallway flooring; a new freezer to store food for the catering/concessions department; repairs to the pump house including replacement of the siding, roof, and door, and lastly replacement of the duplex roof.

Asst. Director Garrison reported that the capital projects staff would perform the work on the roof and the improvements to the pump house. The proposed budget was only for supplies.

Asst. Director Small reviewed the current \$16,000 equipment lease for a tractor, a mower and a soil reliever. The proposed \$21,600 lease was for a fairway mower and 2 triplex mowers. River Heights Superintendent Roger Huber stated that the District would have the option to purchase the current leased equipment. He also noted that due to the cost of the items and intensity of use leasing posed less financial stress upon the District.

Asst. Director Small reviewed the proposed \$41,000 budget for Buena Vista Golf Course equipment and improvements as follows: materials for clubhouse roof project to be completed in-house; 5 additional used golf carts; current \$24,700 lease for a tractor, two z-tracks, and mowers; and parking lot engineering study. Asst. Director Garrison stated that the current Buena Vista parking lot was located in a flood plain and its' expansion would require State approval. An engineering study would provide the staff with necessary information needed in order to plan the expansion.

Asst. Director Small detailed the proposed projects and equipment for Haish Gymnasium as follows: treadmill for the Wellness Center; lockers; dumpster enclosure; and materials for improvements to Belmont's office.

Asst. Director Small reviewed the proposed equipment and improvement for the Athletic Department as follows: 2 sets of bleachers; electrical repairs at the Sports & Recreation Center; seal and striping of the SRC parking lot; concession stand repairs at Hopkins; a concrete slab for concessions trailer at McCormick Park; and fencing repairs at Katz Park. Athletic Director Ryder reported that all wooden bleachers had been eliminated and each year the District was replacing older bleachers with new ones in order to meet the current safety standards.

Asst. Director Small reported a carryover of \$60,000 for agency wide computer upgrades. Director Capek reported that staff would be attending an Internet demo of the RecTrack software largely used by park districts. The software was very comprehensive, covering scheduling, payroll, accounts payable, golf courses, and networking. Staff will be researching software and hardware to upgrade the District's technology. Small stated that the IT upgrade would be implemented the following November and due to budget, upgrades in hardware and software may need to be phased over the next two years.

Asst. Director Small reported no pathway repairs in FY 2007. The carryover funds would be utilized to replace the pathway section in Prairie Park from the bridge to the Elks Club.

Asst. Director Small said the proposed budget included the replacement of the Hopkins Park shelter roof, new concrete sidewalks surrounding the shelter house, striping and seal coating of the south and north parking lots at Hopkins, installation of benches and additional concrete work surrounding the playground. Pool improvements included a new DE feeder, motor and pump for the large water slide, main filtration pump, and electrical repairs in the filter room. Asst. Director Garrison also reported that the wading pool surface, replaced last season, was defective and in need of repair. Commissioner Mason inquired if the contractor who performed the work was aware of the problem. Garrison replied that the contractor was aware and that he was not paid for the work.

The Board inquired about the need for additional bathrooms at the Hopkins shelter. Asst. Director Garrison replied that the water pressure was not adequate for the facility and that the project would be very expensive. Last season, staff upgraded the lighting and placed new exhaust fans in the bathrooms.

Regarding improvements to the Community Center, Small explained that \$10,000 was a carryover from last year and that the proposed budget would be utilized to upgrade the power for the sanitary lift and beautify the Community Center entrance.

Asst. Director Garrison commented on the need to purchase equipment. The proposed budget for other park projects would be utilized to replace fibar in the parks, make repairs to playground equipment and miscellaneous facility repairs.

Asst. Director Garrison commented on the need to purchase equipment. The proposed \$12,000 would be utilized to purchase a blower to help clear pathways, a locator, and a sniffer to test the air quality in various environments.

Asst. Director Small reported the final lease payment of \$42,925 for the Greek property at River Heights Golf Course was due in January 2008 and that staff recommended a 5-year loan to finance the purchase of the property.

Asst. Director Small stated that \$20,000 remaining from the Heartland Fields impact fee would be utilized to address entrance issues and lighting at Katz Park and other improvements as needed.

President Male inquired about the installation of a playground at Katz Park. Asst. Director Garrison replied that staff had looked at installing a playground at Katz, but decided to wait until the Bethany Ridge plan was complete. The plan would help determine a need or location of a playground.

Asst. Director Small said that there was a \$25,000 carryover from SRC impact fees, but that staff had not yet determined any projects for these funds. Commissioner Hanson inquired if the carryover funds could be utilized to replace the synthetic-turf at the Sports & Recreation Center. Garrison replied that when first installed the synthetic turf cost approximately \$140,000, however, the cost of replacement would be double this amount. With proper maintenance, he added, the turf would last a few more years.

Commissioner Hanson also inquired if the capital projects met all the needs of the agency. Small replied that after the first draft the proposed budget was \$50,000 higher than the proposed revenue.

Director Capek stated that staff was very proactive in its approach and that funds were distributed throughout the District. Asst. Director Garrison explained that the approach allowed for flexibility within the budget and that many unforeseen issues and repairs at the Aquatic Facility were completed because of that flexibility.

Asst. Director Small stated that pathways, roadways, shelter replacement and repairs suffer because of budget constraints.

Commissioner Mason inquired about property taxes. Small replied that with the construction of new developments the District would experience an increase in property taxes, but would also be responsible in accommodating the new growth by providing additional programs and services.

Asst. Director Small reviewed the proposed FY 2008 TIF projects. The City and District have entered into an agreement allocating \$150,000 to the District to be utilized for approved TIF projects within TIF Districts. TIF funds will be available until 2009. Asst. Director Garrison proposed TIF renovations at Prather Park and Huntley Park and the erection of a shelter at Sweet Park.

Commissioner Volk inquired about Barbland. Garrison replied that Barbland was located in the TIF District, but was in overall good condition.

Director Capek stated that she spoke with Peter Murphy of IAPD and that funds in the Special Recreation Department could be utilized for capital improvements if they directly benefited special recreation needs in the community. Capek further explained that special recreation funds would be utilized for shelter improvements to better accommodate Camp Maple Leaf, and for the construction of access ramps and handicap accessible drinking fountains.

III. Other Miscellaneous Business

Asst. Director Small recommended a second Board workshop be scheduled to discuss the operational budgets of the District.

A Board workshop was scheduled for Thursday, February 1, 2007 at 5:00 p.m. at Hopkins Park.

IV. Adjournment

Commissioner Teboda made a motion to adjourn the January 18, 2007 Board workshop at 6:30 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

