

**DeKalb Park District
Study Session
December 13, 2007**

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

STAFF MEMBERS PRESENT: Executive Director Cindy Capek and Asst. Directors Brad Garrison and Lisa Small, Colleen Belmont, Scott deOliveira, Roger Huber, Russ Robinson, and Bill Ryder.

OTHERS PRESENT: Jeff Hoffman of Crum Halsted Agency, Inc. and Brett Brown of NI Kinetic, Inc.

President Male called the December 13, 2007 Study Session meeting to order at 5:30 p.m.

1. Capital Planning

Director Capek reviewed the material that was distributed to the Board to assist in the Strategic Planning Session. This included a summary of the focus groups of the Board, staff and community, key findings of the community survey, a proposed five year capital plan, and the capital budget.

Director Capek then highlighted the limitations and similarities of the information and discussed the process for prioritizing the staff and board goals. She reviewed the funds that would be available to the District over the next five years from the annual sale of bonds, noting that there were very modest funds available due to the debt service on Sports and Rec, operating costs for the capital projects department and lastly the existing leases for the golf courses. She further explained that if the District had any interest in large capital projects such as a community center or pool renovation, the only way this could be accomplished was through a referendum.

Director Capek stated that the Board and staff needed to come to a consensus regarding a potential referendum before specific long term goals could be set because many of the items that had surfaced in the focus groups would only be accomplished unless there was a method for funding the projects. The Board was in agreement that a future referendum would be needed. There was discussion with regard to how a referendum might be approached and that this would more than likely take several years to plan and would not occur until the District had a clear picture on how the funds would be spent.

Staff also recommended that a feasibility study be conducted to determine the conditions of the Hopkins Park Aquatic Center.

The Board reviewed the highly ranked items, and how these items would provide a framework for the development of short and long term plans. They cautioned staff not to

ignore ideas or concepts in the community survey that were of importance to the residents and goals that were identified that may not have been in the top fifty percent in each of the categories. Finally, there was some discussion on whether or not there may have been areas that were of importance, but did not surface during the focus group sessions. It was noted that the items that surfaced were the highest priorities for staff, and those that occurred given the time allotted for the focus group. Staff had other comments, but the overall consensus was on items that were of importance to the overall District.

Director Capek then asked if the Board would be agreeable to having the staff work with the highest ranking goals and develop specific objectives on how these goals might be achieved. She anticipated presenting this information in February or March. The Board was in favor of this approach and directed staff to proceed.

2. Jeff Hoffman provided an overview of insurance premiums for health and dental coverage for full-time staff for the new year. The increases were modest, with health at 8% and dental at 5%. The Board stated that these rates were acceptable and very competitive given the market for health insurance. They thanked Jeff for his work.

3. Brett Brown reviewed a letter he sent to the Board detailing a proposed three on three Soccer tournament to be held at Sports and Rec at the end of December. The Board had several questions with regard to number of participants, age groups etc. The Board noted that they would continue discussion during the correspondence portion of the regular Park Board meeting.

The Study Session ended at 7:04 p.m.

**DeKalb Park District
Public Meeting
December 13, 2007**

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STAFF MEMBERS PRESENT: Executive Director Cindy Capek and Asst. Directors Brad Garrison and Lisa Small, Colleen Belmont, Scott deOliveira, Roger Huber, Russ Robinson and Bill Ryder.

OTHERS PRESENT: Brett Brown, Brenda Morato, Jim Gyse, Mary Lou Murphy and Donna Steward.

I. Meeting Called to Order

President Male called the December 13, 2007 public meeting to order at 7:06 p.m.

II. Approval of Agenda

Commissioner Volk made a motion to approve the December 13, 2007 agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

III. Minutes of Previous Meetings

Commissioner Mason made a motion to approve the November 8, 2007 study session and public meeting Board minutes. Commissioner Volk seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Secretary Mike Teboda reviewed the correspondence. It was noted that the request from the City of DeKalb regarding the Property Tax Abatement for Project 11 in Park 88 was in line with the Intergovernmental Agreement that was signed in 2006 and required no follow up correspondence.

Brett Brown addressed the Board regarding his written request to sell concessions at the 3 on 3 Soccer Tournament to be held at the Sports and Rec Center. The Board asked if concession operations would normally be handled by the District. Supervisor Ryder responded that due to the timing of the activity, it would be difficult to staff and that the concessions could be turned over as part of the rental agreement as long as there was Board approval. The tournament is scheduled for the New Year's Eve weekend.

Staff also noted that for the activity to be held, all of the items detailed by Director Ryder would need to be met, especially the requirement that the District be named as the additional insurance certificate holder.

Mr. Brown explained that they were having some difficulty obtaining the insurance; however he understood the position of the District and would comply with the request.

The Board agreed to allow concessions to be sold and reaffirmed the need to meet the guidelines as outlined by Director Ryder.

Ryder commented that he had been working with Brown over the last year to coordinate this rental and he felt that this could be a very positive activity for the youth of the community.

V. Business from the Floor

Brenda Morato, a resident of Sycamore read a letter detailing the soccer incident her son experienced at the Sports and Rec. Center and her concern with regard to the block walls in the facility. She encouraged the Board to evaluate the facility and consider padding the walls of the field house. She said this would provide a safer environment and might have prevented the injury sustained by her son. She also suggested that the soccer parents might be interested in assisting in fundraising money for this undertaking. She also asked the Board to consider a trainer be available at all times during athletic events.

The Board expressed their concern and asked if Andy was recovered. Mrs. Morato said yes, and that he had resumed playing soccer.

Mr. Jim Gyse of Maple Park, then addressed the Board noting that he had done some research and suggested how padding could be purchased and installed. He suggested that perhaps each player could be assessed a one-time fee to cover these costs.

Donna Steward of Sycamore spoke and said that her profession was that of a Risk Management Assessment. She said she would be happy to discuss the situation with our insurance carrier and felt that an assessment of the facility should be made.

Lastly, Mary Lou Murphy spoke of an incident her child had at the Sports and Rec Center.

The Board thanked everyone for addressing their concerns and noted that they would look into the situation with regard to the padding and overall safety of the Sports and Rec Center.

VI. Old Business

A. Health/Dental/Life Insurance Renewal

Assistant Director Small noted that Jeff Hoffmann had presented the proposed insurance rates for health and dental insurance at the study session. The Health insurance premium is scheduled to increase by 8% and dental by 5%. There is no change in the Life Insurance. The provider is Principal Life Insurance Company.

The Board was in agreement with the rates.

Commissioner Volk moved that the DeKalb Park District purchase insurance coverage for employee health, dental and life insurance from Principal Life Insurance Company for 2008 at the renewal rates as presented by Jeff Hoffman at the Dec. 13, 2007 study session. Commissioner Mason seconded the motion and all members voted unanimously in favor to a roll call vote.

B. Public Hearing for the Proposed Tax Levy Increase

President Male stated that the Public Hearing for the Proposed Tax Levy Increase was officially opened at 7:15 p.m., for comments or questions regarding the proposed Tax Levy. He asked if there was anyone in the audience who wished to address the Board. Seeing there was none, the Public Hearing was closed at 7:18 p.m.

C. Approve Annexation Ordinance 07-14A

Director Capek explained that Ordinance 17-14A and 07-14B were two separate properties that had been annexed by the City, and needed to be annexed to the Park District so that taxes could be collected on the property.

Commissioner Teboda moved to approve Ordinance No. 17-14A, an Ordinance annexing property located at the Northeast corner of Gurler Road and Route 23 in the City of DeKalb, IL to the DeKalb Park District. Second by Commissioner Berkes-Hanson. All members voted unanimously in favor to a roll call vote.

D. Approve Annexation Ordinance 07-14B

Commissioner Teboda moved to approve Ordinance No. 17-14B, and Ordinance annexing property located on either side of Lincoln Highway to the west of Stadium Drive in the City of DeKalb, IL to the DeKalb Park District. Seconded by Commissioner Mason. All members voted unanimously in favor to a roll call vote.

E. Approve Tax Levy Ordinance

Assistant Director Small commented that the public hearing for the levy was held earlier that evening and there were no comments. Also, the District had advertised the proposed property tax levy amounts in the newspaper as required by law.

Commissioner Teboda made a motion to approve Ordinance 07-15 for the Property Tax Levy. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor to a roll call vote.

VII. New Business

A. Donation of Right of Way to City of DeKalb

Director Capek explained to the Board that she, Brad Garrison and Roger Huber met with City Engineer Joel Maurer to discuss the proposed improvements to Fairview Drive and the impact to River Heights Golf Course. The City is interested in replacing the bridge and this requires a .457 acre easement for expansion. By law, the city is required to appraise the property and the owner of the land to be compensated. The District felt it was in the best interest of both taxing bodies to donate the property for the improvements. Staff recommends the donation of the easement. Improvements at Fairview will also benefit the golf course. The formal easement will not be granted until the property is purchased in January.

Commissioner Berkes Hanson motioned to donate the right of way of Parcel 001 (.457 acres) of River Heights Golf Course to the City of DeKalb for improvements on Fairview Drive. Seconded by Commissioner Volk and all members voted unanimously in favor.

B. Storm Water Easement for Elliott Business Park at League of Women's Voters Park

Assistant Director Garrison explained that he met with Mr. Elliott regarding the proposed development adjacent to the park. Mr. Elliott was requesting permission to construct a discharge pipe across the property to run parallel to the north property line. There would be an earthen berm constructed over the pipe. The improvements should assist in alleviating some of the neighborhood flooding that has been a problem in the past.

In exchange for the improvements, Mr. Elliott will provide five trees, a swing set and remove a stock pile of dirt.

At this time, staff is requesting approval to continue dialog with Mr. Elliott.

Commissioner Teboda commented that any improvements to the flooding problem in the neighborhood would be welcomed.

Commissioner Teboda motioned, seconded by Commissioner Mason, to direct staff to work with Mr. Elliott for the consideration of a 15' drainage and utility easement to the City of DeKalb in return for improvements to the property pending attorney review. All members voted unanimously in favor.

C. Recommendation for Liability and Workers Compensation Insurance

Director Capek reviewed the memo that was prepared regarding District liability and workers compensation insurance. She highlighted IPARKS, the current provider with regard to coverage and costs and then reviewed PDRMA . Both are insurance risk pools,

with the difference being that PDRMA includes worker's compensation in their overall costs. PDRMA pricing was significantly lower than IPARKS.

Director Capek said that PDRMA would require some safety improvements, and that there might be interest in employing a risk manager that could be shared with Genoa. She believed that even with these additions, the District would realize a savings.

Director Capek asked the Board for permission to proceed with the application process with PDRMA, a requirement to join. She would also obtain quotes from IPARKS, however; given significant savings and acceptance in to PDRMA, the change in plans made sense.

The Board agreed, and directed staff to proceed.

D. Approve Cafeteria Plan Employee Contribution Limit

Assistant Director Small presented the Board with suggested Cafeteria Plan limits which were that same that had been approved in 2007. The Board was in agreement with staff recommendations.

Commissioner Mason motioned, seconded by Commissioner Teboda, to approve the 2008 Cafeteria Plan limits in the amount of \$5,000 maximum contributions for child care and \$5,000 for medical expenses. All members voted unanimously in favor.

E. Approve HSA Employer contribution

Assistant Director Small recommended that the Board continue to fund the \$1,000 contribution to the Health Savings Accounts of Employees that are enrolled in the high deductible health insurance plan for 2008. The net savings to the District after this contribution is a little more than \$3,000 for the District for the ten employees who have chosen this plan.

Commissioner Mason motioned, seconded by Commissioner Teboda, to approve the \$1,000 District contribution to the District Health Savings Account for employees enrolled in the high deductible health insurance plan. All members voted unanimously.

F. Approve Projects over \$10,000

Assistant Director Garrison requested that the Board approve the purchase of playground equipment for Kishwaukee Kiwanis Park in the amount of \$30,359.14, and Huntley Park in the amount of \$46,611.44 through the US Communities Contract which provides a discounted price on the equipment. With the new year, equipment prices are scheduled to increase by five percent. The equipment reflects the plans that were submitted to the Board and also the neighbors. Commissioner Mason motioned, seconded by Commissioner Teboda to approve the purchase of playground equipment for Kishwaukee

Kiwanis Park in the amount of \$30,359.14 and Huntley Park in the amount of \$46,611.44. All members voted unanimously in favor to a roll call vote.

VIII. Financial Reports

A. Payroll and Contractual

There were no questions.

B. Purchase Orders

There were no questions.

C. Vouchers

The Board reviewed and approved the voucher list of bills totaling \$249,607.43

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Reports

A. IAPD-Dave Mason

There was none.

B. Ellwood House-Museum-Dave Male

Assistant Director Garrison stated that the Museum was in the midst of their Christmas program with the interior decorated for the holiday. He also commented on repairs to one of the boilers and the porch restoration project. Director Capek mentioned that she and Assistant Director Garrison would be meeting with the Director to discuss the payment of the utilities per the original agreement.

C. Plan Commission-Mike Teboda

There was none.

D. Nehring Center-Matt Volk

There was none.

E. Staff Reports

Assistant Director Small commented on the new software and computer upgrades and the time commitments of staff during the process. Colleen Belmont talked about the collaboration on programming with Kish, the Y and Park District in an effort to jointly promote programs that have had small enrolments. Bill Ryder talked about the turf seminar that he, Roger, and Danny attended. He said that in today's market, replacement of the field turf at Sports and Rec would cost approximately \$200,000 for product alone.

VIII. Executive Session

At 8:36 p.m, Commissioner Teboda made a motion to go into closed session for the purpose of the Board to discuss the approval of closed session minutes of June 14 and Oct. 11, 2007, and for the semi-annual review of closed session minutes pursuant to Section 2 (c)(21) of the Illinois Open Meetings Act.

Seconded by Commissioner Berkes Hanson and all members voted unanimously in favor.

IX. Reconvene Public Meeting

At 8:40 p.m., Commissioner Berkes Hanson moved to return to regular session, seconded by Commissioner Mason and all members voted unanimously in favor.

President Male stated the Board met in closed session for the purpose of the review of closed session minutes of June 14, and October 11, 2007 and the semiannual review of all closed session minutes.

Commissioner Mason motioned to approve the closed session minutes of June 14 and October 11, 2007. Seconded by Commissioner Berkes Hanson and all members voted unanimously in favor.

X. Adjourn

Commissioner Mason made a motion to adjourn the December 13, 2007 Public Meeting at 8:43 p.m. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor.