

**DeKalb Park District
January 9, 2014
Study Session**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners, Dean Holliday, Keith Nyquist, and Mike Teboda. Per Faivre arrived at 6:41 p.m.

STAFF MEMBERS PRESENT: Interim Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Colleen Belmont, Scott deOliveira, Roger Huber, Autumn Kelly.

OTHERS PRESENT: Michael Bauling of City of DeKalb, Don Franzene, Phyllis Franzene, and Bryant Irving.

The January 9, 2014 study session was called to order by President Phil Young at 6:01 p.m.

Proposed Route for Kishwaukee River/Prairie Park Pathway

President Young noted that the first study session item was the proposed route for the Kishwaukee River/Prairie Park Pathway.

Asst. Director Garrison introduced Michael Bauling of the City of DeKalb who presented the Board with a map of the proposed pathway route from the NIU lagoon through Prairie Park. Bauling noted that the goal was to have the project completed by the summer of 2015. Bauling explained that the 10 wide foot pathway would be an asphalt pathway constructed on top of a gravel base and have a 2 foot shoulder.

President Young asked when the project was scheduled to begin. Bauling reviewed the Project Schedule included in the Board packet and noted that the City was anticipating design approval by May 31, 2014 in order to begin the project in the summer of 2015.

Commissioner Teboda asked where the pathway would cross the railroad. Bauling explained that the pathway would split off from the lagoon pathway located on the North side of Route 38, travel along the west side of the Kishwaukee River, go under the Route 38 bridge, continue South on the west side of the river, travel under the railroad trestle bridge, continue through Prairie Park along the proposed route depicted on the concept plan then connect to the existing bike trail at a point north of the park bridge.

Bauling asked if the Board was in agreement with the City moving along with the project and if the Board had any additional questions.

President Young asked about the dimension of the pathway shoulders. Bauling explained that a 2 foot wide shoulder would be installed on each side of the proposed 10 foot wide pathway and based upon contours/elevation it may be necessary to perform excavation or fill activities up to 14-20 feet from the pathway edge.

Commissioner Nyquist asked Bauling for clarification on what the City needed from the Park Board.

Bauling referenced a one page letter from the City of DeKalb stating that the DeKalb Park District had reviewed that project and finds the project is acceptable and consistent with the designated use of the property and that all possible planning to minimize harm had been accomplished in the location and design of the bikeway and walkway facility. The letter, he explained needed to be signed by a representative of the Park District in order for the City to move forward with the project.

After approval, the City would create plans for the project and prepare an Intergovernmental Agreement between the City and the Park District.

Commissioner Teboda stated that he was satisfied with the proposal.

Commissioner Nyquist wanted to make sure that the District was not giving away its rights to make alterations to the plans. Bauling stated that the letter simply states that the Park District is knowledgeable and in agreement with the concept.

President Young asked if the City had considered long term maintenance of the plan since it is located on Park District property. Bauling stated that the City and Park District could clarify this issue in the intergovernmental agreement for the project.

Asst. Director Garrison noted that this would be the same concept as the Fairview Pathway which is currently being maintained by the District.

Capital Projects Fund Proposed Budget for FY 2015

Interim Director Small reported that staff had met several times to discuss projects for the upcoming fiscal year and noted that the total proposed capital projects cost was within \$5,000 from budget.

Small reviewed the 2015 capital projects requested budget column and noted that a fairway mower was removed from the equipment line item to accommodate for the resurfacing of the parking lots at River Heights Golf Course. This project, Small explained, would be completed in stages with the first stage of the project to begin in fiscal year 2015.

Commissioner Teboda asked about the two mowers that were in need of repairs at River Heights Golf Course and recommended that Golf Superintendent Huber consider hiring seasonal staff knowledgeable in mechanics to help with the upkeep of equipment throughout the season.

Enterprise Funds Proposed Budgets for FY 2015

Interim Director Small explained that in the past, 2/3 of the revenue from golf combination passes was allocated to River Heights and the remaining 1/3 to Buena Vista. With the new pass structure that was implemented in the summer of 2013, this does not accurately reflect actual course usage. Therefore, staff prepared an analysis of actual rounds played by combo pass holders and showed that revenue should be allocated as 15% to Buena Vista and 85% to River Heights. Golf Course Superintendent Huber agreed with Interim Director Small and said that this would provide a more accurate picture on usage.

Commissioner Teboda also noted that this would provide for more accurate financial reports. Small noted that staff would have to wait until the conclusion of each golf season to make the changes.

Huber noted that wages were determined by the wage schedule and that salaries could change after the Board decides upon salary increases based on salary ranges and limits.

Huber noted that last year the golf courses had a new interactive website designed by Course Trends. Marketing Coordinator Scott deOliveira stated that the new website also allows for information on golfers to be collected in a database that can be utilized for marketing purposes. Staff, he noted, are taking steps to utilize some of the features the new website offers, such as a mobile application, and that this upcoming season, golfers will have the ability to reserve tee times via the site.

Huber noted that there is no long term contract for the website and that marketing tools can be changed anytime staff deems necessary.

President Young asked if WIFI was available at the golf courses. Huber replied that there was at Buena Vista, but not at River Heights at this time.

Huber then reviewed the maintenance and operations budget for both golf courses and noted a \$7,000 increase in the budget for equipment repairs. He also highlighted the proposed revenue budget from facility rentals, daily and service fees.

President Young asked if the deficit total of nearly \$100,000 included both golf courses. Huber replied that it did and explained that he and staff are conscientious about spending money only if necessary.

Community Garden at Eden's Garden Park and Little Library Project

President Young recommended that the last two items scheduled to be discussed during the study session be moved to the Old business portion of the Public Meeting. The Board agreed and the study session was adjourned at 7:00 p.m.

**DeKalb Park District
January 9, 2014
Public Meeting**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Dean Holliday, Keith Nyquist, and Mike Teboda.

STAFF MEMBERS PRESENT: Interim Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Colleen Belmont, Scott deOliveira, Roger Huber, and Autumn Kelly.

OTHERS PRESENT: Bryant Irving.

I. Meeting Called to Order

President Young called the January 9, 2014 public meeting to order at 7:05 p.m.

II. Approval of Agenda

Commissioner Keith Nyquist recommended that the agenda be amended to include discussion concerning a Community Garden at Eden's Garden Park and the Little Library Project. These items were added under the Old Business portion of the agenda.

Commissioner Mike Teboda noted that the Board did not discuss the Hopkins Enterprise Fund budget for FY 2015. HPCC Director Scott deOliveira stated that he could discuss the budget during staff reports.

Commissioner Teboda made a motion to approve the January 9, 2014 amended agenda. Per Faivre seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meeting

A. Study Session and Public Meeting of December 12, 2013

Commissioner Nyquist made a motion to approve the December 12, 2013 study session and public meeting Board minutes. Commissioner Teboda seconded the motion.

Asst. Financial Administrator Josephine Knoble reported an inaccurate statement under the staff reports section of the December 12, 2013 minutes. She noted that Wal-Mart gift cards were not distributed during the Breakfast with Santa event, but that a gift card was donated to the District from Wal-Mart to be utilized towards the Breakfast with Santa event. The minutes would be amended to reflect that change.

Commissioner Nyquist made a motion to approve the amended study session and public meeting board minutes of December 12, 2013. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

B. Executive Session of December 12, 2013

Commissioner Nyquist made a motion to approve the December 12, 2013 executive session Board minutes. Commissioner Holliday seconded the motion. There was no discussion and all members voted unanimously in favor.

IV. Correspondence

Commissioner Nyquist read a letter from the DeKalb Area Agricultural Heritage Association thanking the DeKalb Park District for its patronage.

Commissioner Nyquist then read a letter from the Illinois Association of Park Districts (IAPD) sharing some of the successes in the Parks and Recreation field in 2013 and thanking the District for being a member of IAPD.

Lastly, Commissioner Nyquist read a letter from PDRMA awarding the District with a \$1,500 cash award for continuing its efforts in loss prevention and for remaining a Level A-Accredited agency.

V. Business from the Floor

There was none.

VI. Old Business

A. Dog Park Update

Interim Director Small reported that despite the cold weather, the Katz Dog Park was full of activity and numerous community members had voiced their appreciation.

Asst. Director Garrison noted that as of last week lighting was made available at the Dog Park from 5-8 p.m.

President Young thanked staff for their work in creating the park for the community to enjoy.

B. Community Garden at Eden's Garden Park

Interim Director Small explained that last month the Board requested staff to mail letters to the residents of Eden's Garden inquiring about their thoughts to establish a community food garden at Eden's Park.

Small noted that staff had discovered that a recreational easement existed for the park and that staff was waiting for legal clarification on the easement.

Asst. Director Garrison explained that the land was not owned by the Park District and that a recreational easement existed for use of the land. Garrison stated that it would be best to obtain legal opinion to see if the proposed request for the community food garden was a

permitted use under the provisions of the recreational easement prior to soliciting comments from the residents.

Commissioner Nyquist asked what the rationale was against the establishment of a community garden.

Small explained that staff does not want to ask the residents of Eden's Garden if they are in favor of a community food garden until certain it does not violate the easement. Small also explained that the Eden's Garden Park playground was scheduled to be replaced in FY2015 and suggested that, if permissible and not in violation of the easement, the Board consider waiting one more year.

Lastly, Small noted that Park District staff would contact the management at Eden's Garden, once it has more information from legal counsel.

Garrison presented an aerial of the park and surrounding development and noted that there were several areas owned by Eden's Development Corporation that could be utilized for the development of a community food garden. Garrison further stated that the maintenance burden for the community food garden would possibly become the responsibility of the park district and if the playground replacement project was approved for FY2015, the construction activities would have a negative impact on the park and the proposed site for the food garden.

The topic would be further discussed at the next meeting.

C. Little Library Project

Commissioner Nyquist explained that the Little Library Project is a water tight box that would contain free books for anyone to read. The box could be erected anywhere within the District.

President Young asked if there was a specific plan for the library box. Commissioner Nyquist explained that there was not a specific plan and that the District could purchase or build its own. He also suggested an idea to engage the community by accepting design ideas for the box from local school children and have staff build it.

VII. New Business

A. Approve Kishwaukee River Pathway through Prairie Park

Commissioner Nyquist made a motion to approve the Kishwaukee River Pathway Project Agreement with the City of DeKalb pending legal review and approval of the City form. Commissioner Faivre seconded the motion.

Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

B. Approve Administrative Policy 300.18: Tee Sign Advertising Policy

Golf Course Superintendent Roger Huber explained that a representative of a signage company suggested that the District consider earning extra revenue by selling advertisement/sponsorship on golf hole tee signs.

Marketing Coordinator deOliveira explained that the Tee Sign Policy resembles the banner advertising policy at the Sports & Recreation Center and that staff would follow the same guidelines.

President Young asked about the rental fee and signage cost. Huber reported that a one year advertising contract would cost \$200 and \$500 for a three year contract.

Interim Director Small noted that the District's Park Code prohibits advertising on District property and therefore each case would have to be presented to the Board for approval. Small also noted that she would forward the Policy to PDRMA to ensure that the language is defensible.

Commissioner Nyquist made a motion to approve Administrative Policy 300.18: Tee Sign Advertising Policy. Commissioner Teboda seconded the motion.

Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

C. Approve Amended Personnel Policy 4-3: Holiday Leave

Interim Director Small noted that the amendments made to the Holiday Leave Policy 4-3 were made to clear up some of the ambiguous language. The revised language provides clarity for hourly full time employees who are sometimes required to work on holidays.

Small reviewed the Policy and the language that would be added and deleted if approved by the Board.

Commissioner Teboda made a motion to approve amended Personnel Policy 4-3: Holiday Leave. Commissioner Faivre seconded the motion.

Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

VIII. Financial Reports

A. Purchase Orders

There were no questions.

B. Invoices

Commissioner Faivre made a motion to approve the financial reports including the open invoices in the amount of \$86,973.94. Commissioner Holliday seconded the motion.

Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote

President Young asked if staff could provide a monthly financial report highlighting some of the major projects.

C. Budget/Actual Report

There were no questions.

IX. Committee and Staff Report

A. Ellwood House

Asst. Director Garrison reported that the Ellwood House was closed for the winter and that District staff had repaired a broken pipe in the mansion.

B. Plan Commission

No report.

C. Pool Committee

Commissioner Faivre reported that the Pool Committee meeting was cancelled due to the extreme cold weather, but that the committee has been discussing pool amenities and looking at low, medium and high cost options.

D. Trails & Trees Committee

Commissioner Nyquist reported that members of the committee and the City of DeKalb were committed to preserving as many trees as possible and that the committee met to discuss a less invasive route for the Kishwaukee River Pathway through Prairie Park.

E. Staff Reports

HPCC Director deOliveira reviewed the Hopkins Enterprise fund budget and highlighted some of the minor changes proposed for FY 2015.

deOliveira noted that the Hopkins Pool budget is mainly dependent on the weather and that the budget reflects depreciation expense since it is was set up as an enterprise fund.

Interim Director Small mentioned that all of the District's assets are placed on a depreciation schedule and that the pool and golf course enterprise funds were created to measure the financial performance of the pool and the golf course. This, she noted, justifies to our patrons and the public the cost of user fees and to inform the community how much of their tax dollars are actually supporting the pool and golf programs.

Interim Director Small explained that if the Board decided to remove the pool from the enterprise fund then the District is telling the community that their tax dollars are supporting the activities of that facility.

Small stated that staff had at one time recommended moving the pool to the recreation fund, but was not in favor of moving the golf courses out of an enterprise fund. The Enterprise fund is necessary, Small noted, to measure the performance of the golf operation as a stand-alone business to justify user fees to the users and community.

Asst. Director Garrison stated that certain segments within the community may not wish to support the pool or golf programs with their tax dollars. The use of enterprise funds enables the Board to demonstrate how much of these operations are actually supported by user fees and other revenues versus tax dollars.

Small suggested that the auditors be invited to further discuss and answer any questions the Board might have in regards to Enterprise Funds. President Young agreed.

Program Director Belmont reported on equipment replacement at the Haish Gym Wellness Center.

Commissioner Teboda asked if staff was still considering moving the Wellness Center to the Sports and Recreation Center.

Interim Director Small replied that staff had met several times to discuss recreational deficiencies and was considering different options as part of a Recreation Business Plan.

Belmont reported on the difficulties of hosting summer camps and exercise classes at Haish Gymnasium. President Young agreed with Belmont and asked that staff make some recommendations for the Board to consider.

X. Adjourn Public Meeting

Commissioner Teboda made a motion to adjourn the January 9, 2014 public meeting at 8:18 p.m. Commissioner Faivre seconded the motion and all members voted unanimously in favor.