

**DeKalb Park District
Tuesday, December 6, 2011
Study Session**

BOARD MEMBERS PRESENT: President Mike Teboda, Commissioners Mario Fontana, Joan Berkes Hanson, Dave Mason, and Phil Young.

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Director Brad Garrison, Asst. Director Lisa Small, Colleen Belmont, Scott deOliveira, Jane Holdridge, Roger Huber, Bill Ryder, and Craig Wilson.

OTHERS PRESENT: Jeff Hoffman.

Review Health Insurance Recommendations

Jeff Hoffman, Crum Halsted, reviewed the District's health insurance renewal costs for 2012. He explained that the experience ratio was a major factor in the increase in premium. He stated that he researched other companies such as Blue Cross /Blue Shield, and Humana still offers a more favorable rate for the District.

Director Capek stated that staff was recommending an increase in deductible due to the budget constraints and increased premium costs.

President Teboda asked if employees were informed of the potential increase in deductible.

Director Capek replied that it was the responsibility of the Board to select the insurance provider since it was tied to the budget, but once approved, a meeting would be held with staff.

Discussion of Computer Server Replacement

Assistant Director Small presented price quotes comparing components of a virtual server. The differences were highlighted and it was noted that CMJ did not provide a quote for labor. The Board requested that Small obtain a labor quote from CMJ to better compare the quotes. The Board will review this figure at the special meeting on December 15.

Pool and Golf Course Enterprise Funds Budgets for FY2013

President Teboda thanked the staff for compiling the information pertaining to the detailed budgets.

Director Capek presented the pool budget highlighting the current year actual revenues and expenses. She further explained that staff was evaluating the cost of staff maintenance provided by the Parks, Planning & Development department. It was stated that as an enterprise fund, the financial statements should reflect the cost of starting up, operating, and closing down of the facility.

Director Capek provided an overview of the supplemental information included for the golf course budget analysis. She noted that Commissioner Mason had requested that additional

board meetings be scheduled to review several items for consideration, including marketing, personnel, facilities, management polices and capital projects.

Commissioner Hanson inquired about the use of the Superintendent of Buena Vista's salary after retirement, and if it was utilized for additional maintenance employees at Buena Vista.

Commissioner Mason also questioned the number of maintenance hours that are projected for next year versus the current year.

The Board also discussed the budget for River Heights and it was noticed that there was a shift in maintenance salaries to an increase in seasonal staff wages for next year.

Commissioner Mason asked where on the golf course was the top dressing and seed utilized.

Golf Course Superintendent Huber replied that it was used primarily on the tees and sometimes on the fairways after flood events. He explained that an 80/20 mix was used on the tees.

President Teboda asked what the deficit was projected to be for the current fiscal year.

Huber explained the hourly wage summaries for both golf courses.

Capek presented a historical perspective of golf fees and charges. Proposed rates for next year were aimed at increasing combo pass sales.

Commissioner Teboda asked if the District has ever looked into purchasing electric carts versus gas carts. Huber stated that it was not feasible at this time to charge over 120 carts since the facility did not have enough power. Also, the replacement of batteries is very expensive.

Director Capek summarized the golf course short term and long range plans, including yearly goals and capital spending needs for the next 5 years. Commissioner Hanson clarified that year two of the plan is 2012.

Golf course marketing initiatives were discussed. Website, Facebook, Groupon, and other marketing outlets were highlighted.

An equipment replacement schedule was presented through fiscal year 2019. A thirteen year history of golf course financial statements was discussed noting trends in revenues and expenses.

Commissioner Mason thanked the staff for providing such detailed reports. President Teboda also thanked the staff and mentioned that he has heard positive feedback from fellow golfers.

Commissioner Mason requested that a series of additional Board meetings be scheduled to discuss golf operations. President Teboda stated that he believes the information presented at this meeting is sufficient to answer questions about golf. Director Capek stated that she will include more golf updates in her weekly communication to the Board. She further suggested that a golf committee could be formed and meet monthly to discuss issues as they come up and

to share input into planning. It was decided by the Board to begin an Ad-Hoc golf committee that will meet monthly in conjunction with regularly scheduled golf staff meetings.

IAPD Board Self-Evaluation

Director Capek asked the Board if they were interested in participating in an IAPD training session. The Board was in favor. Capek asked the Board to review their schedules for possible dates and then she would contact Peter Murphy.

The study session concluded at 8:13 p.m.

**DeKalb Park District
Tuesday, December 6, 2011
Public Meeting**

BOARD MEMBERS PRESENT: President Mike Teboda, Commissioners Mario Fontana, Joan Berkes Hanson, Dave Mason, and Phil Young.

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Director Brad Garrison and Asst. Director Lisa Small.

OTHERS PRESENT: None.

I. Meeting Called to Order

President Teboda called the December 6, 2011 public meeting to order at 8:19 p.m.

II. Approval of Agenda

Commissioner Hanson made a motion to remove Item G from the New Business section and to remove Executive Session from the agenda. Commissioner Young seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings

Commissioner Fontana made a motion to approve the November 10, 2011 study session and public meeting board minutes. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

IV. Correspondence

There was none.

V. Business from the Floor

There was none.

VI. Old Business

There was none.

VII. New Business

A. Appointment of Park Board Treasurer

Commissioner Fontana made a motion to appoint Commissioner Mason as the DeKalb Park District Board Treasurer. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

B. Approve Kishwaukee Special Recreation Association (KSRA) Joint Agreement

Commissioner Fontana made a motion to approve the Joint Agreement for Kishwaukee Special Recreation Association for the term January 1, 2012 through December 31, 2014. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

C. Approve Ordinance #11-11: 2011 Tax Levy

Asst. Director Small presented updated EAV figures provided by the County Supervisor of Assessments. The change in EAV does not impact the total tax levy, but necessitated dollars being shifted among funds.

Commissioner Young made a motion to approve Resolution #11-11; Tax Levy Ordinance. Commissioner Mason seconded the motion and all members voted unanimously in favor.

D. Approve Health & Dental Insurance Policy

Commissioner Fontana made a motion to approve the DeKalb Park District's health and dental policy with Humana, Option 2 for 2012. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

E. Approve Sec. 125 Cafeteria Plan Limits

Commissioner Young made a motion to approve a \$5,000 limit for contributions to and reimbursement from a Section 125 Cafeteria Plan for the calendar year 2012. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

F. Approve Contribution to Employee HSA Accounts

Commissioner Hanson made a motion to approve a contribution of \$1,000 to the HSA (Health Savings Account) for employees opting on the high deductible health insurance plan. Commissioner Mason seconded the motion and all members voted unanimously in favor.

VIII. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

The Board reviewed and approved the list of bills totaling \$94,643.29.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Report

A. IAPD-Dave Mason

Commissioner Mason reported on the IAPD accreditation meeting to be held in Downers Grove on December 15, 2011.

B. Ellwood House-Cindy Capek

Director Capek reported that the Ellwood House Holiday Open House was coming up the following weekend.

C. Plan Commission- Mike Teboda

Commissioner Teboda noted that there was nothing to report relative to the Park District.

D. Staff Reports

There were none.

X. Adjourn Public Meeting

Commissioner Hanson made a motion to adjourn the December 6, 2011 public meeting at 8:40 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.