

DeKalb Park District
February 13, 2014
Study Session

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

STAFF MEMBERS PRESENT: Interim Director Ray Ochromowicz, Asst. Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Colleen Belmont, Bill Ryder, Roger Olsen, Autumn Kelly.

OTHERS PRESENT: Kirk Lundbeck, Dag Grada and Bryant Irving.

The February 13, 2014 study session was called to order by President Phil Young at 6:00 p.m.

PARC Grant

Interim Director Ray Ochromowicz explained that the District has the opportunity to apply for a grant that would reimburse 75% of the cost of a capital project. Speaking with staff, it was brought to his attention that the band shell and stage are in poor condition and that building a new band shell would fit the specifications of the Park and Recreational Facility Construction Grant (PARC). Ray noted that the funds set aside for ADA improvements to the band shell and surrounding area, would be allocated towards the 25% the District would be responsible for if the project was approved.

Ray recommended that the Board allow staff to engage the services of 3D Design to assist in the preliminary designs and preparation of the grant application. The Board could then make the decision to move forward or not with the project.

Asst. Director Garrison distributed an aerial photo of Hopkins Park illustrating the existing facilities and the proposed repositioning of the new band shell, the addition of an open air shelter, expansion of the existing parking lot, adjacent to the playground that could service the band shell and provide additional parking for the pool, and the relocation of the road through Hopkins Park from Dresser Road.

President Young asked about the re-routing of the existing road. Garrison explained that the Morton storage building would be removed to make room for the proposed new road and noted that the new road would also provide access into the existing north parking lot.

Commissioner Nyquist asked about the grant deadline. Garrison replied that if the Board was in agreement with the tentative plan, staff would engage the services of 3D Design to prepare the preliminary designs that would then be presented to the Board for consideration. After approval, 3D design would submit the grant application to the Department of Natural Resources for consideration, by March 10, 2014.

Commissioner Nyquist asked if the plan would work as part of any future pool plans. Asst. Director Small replied that the re-routing of the road away from the north parking lot and away

from the existing playground would allow additional space if the Board decided to renovate the pool in its current location. The expanded parking lot would also provide additional parking for the pool.

Compensation (Merit Pool and Adjustment Pool)

Interim Director Ray explained that staff was recommending an increase of 3% or \$38,500 of the current actual salary wages for adjustments to be awarded to full time personnel based on merit in addition to \$5,000 for salary/wage adjustments to employees who are below the market rate in their salary ranges.

Ray noted that due to so much transition, staff was informed that evaluations might take longer to finalize this year and that the amounts budgeted were maximum totals that might not be all spent.

FY2015 Proposed Budgets for Government Funds

Asst. Director Small reported that last month staff had reviewed the proposed FY2015 Enterprise Fund budgets and Capital Projects Fund budget with the Park Board. The general, recreation, special revenues and debt service funds proposed budgets were being presented. Small noted that department heads utilized the MSI budget software system to enter the FY2015 proposed budget details.

Small reviewed the proposed administration budget and noted that \$14,000 was budgeted in the scholarship line item and available to qualifying residents in need of financial assistance. She also noted that \$23,000 was budgeted as forecasted revenues from the rental of the Lions, Hopkins and Welsh shelters. The following expense accounts were also highlighted: salary/wages, health insurance, marketing, office supplies, with a slight increase in the computer software budget to upgrade the MSI software.

Asst. Director Garrison reviewed the proposed park's department budget and noted an increase in salaries due to the addition of a new maintenance staff member. He reported slight changes to the remaining budget and noted that a percentage of the wages would be charged to other departments for specific work on various projects.

Scott deOliveira reviewed the proposed community center budget and noted that there will be an increase in revenues in FY 2015 due to Kishwaukee Special Recreation Association (KSRA) expanding their office space to the east wing at Hopkins Park. He noted that the maintenance wage line item was moved to maintenance contractual since a company was contracted to assist with the set up of the community center room for various functions and to perform general maintenance of the Hopkins building and locker rooms.

Colleen Belmont reviewed the proposed recreation budget and noted an increase in the health insurance budget since staff will be recommending a new staff position in the recreation department for FY2015. Interim Director Ray explained that he had several discussions with Belmont regarding the part-time front desk position at Haish gymnasium. The position will be evaluated and possibly recommended in the future, as a full-time position.

Belmont reported that the Kindersteps program was reduced to only two days per week and that she was evaluating the possibility of eliminating the program completely due to the School District offering more preschool classes.

President Young asked if she supervised other full time staff in her department. Belmont replied that she was the only full time position in her department.

Bill Ryder reviewed the proposed FY2015 budget for the athletic department and highlighted the indoor soccer and youth baseball programs.

Ryder reported that the Northern Illinois Football team will no longer be renting the Sports & Recreation Center and therefore has decreased the rental revenue budget for FY2015. He spoke of different marketing endeavors to increase rental revenue and reviewed the expense line items in the department.

Asst. Director Small noted that the concession's budget is working at a loss. Ray stated that by comparing staff wages to revenues, the concession's department is losing money. Ray noted that he will work with Jane Holdridge on pricing, controls, etc. to increase revenue and decrease cost.

Asst. Director Small then reviewed the proposed budget in the Insurance Fund and noted that revenues budgeted in that fund were utilized to pay the District's liability insurance premiums and a district wide risk management program, including installation of security cameras.

Small explained that the proposed Audit Fund budget would be utilized for audit expenses. She also explained that a portion of the accounting department salaries was allocated to this fund for staff work in preparation for the District's annual audit.

The FICA Fund budget covered FICA and Medicare employer contributions and the Illinois Municipal Retirement Fund (IMRF) budget was for the District's contribution to IMRF.

Small then reviewed the proposed budget for the Museum Special Revenue Fund related to the Ellwood House and Nehring Center.

Asst. Director Garrison noted that he is working with Ellwood House Director Brian Reis to finalize the capital projects list for FY2015.

Small explained that the District levies the maximum \$.04 in the Special Recreation Special Revenue Fund. Small noted that the District will be spending down this fund's balance in order to complete District wide ADA projects.

Commissioner Holliday asked about the ADA deadline. Asst. Director Garrison noted that an outside consulting firm has identified a long list of ADA projects District wide and that they are part of the District's ADA Transition Plan. Each year, the District completes a number of ADA projects.

Transfer of Parcels on Dawn & David Court

Asst. Director Small explained that on May 10, 2012 the DeKalb Park District Board approved Ordinance 12-03 to accept property from the City of DeKalb located on Dawn and David Courts, as an addition to Lions Park. These parcels were purchased from homeowners with FEMA funds due to reoccurring flooding issues.

Small noted that the City has completed road work on Taylor Street and is now ready to finalize the transfer of parcels to the District.

Schedule of Park Board Meetings for FY2015

The Board agreed to discuss the schedule of meeting for FY2015 during the public meeting.

**DeKalb Park District
February 13, 2014
Public Meeting**

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

STAFF MEMBERS PRESENT: Interim Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Colleen Belmont, Scott deOliveira, Roger Olsen, Bill Ryder, Jane Holdridge, and Autumn Kelly.

OTHERS PRESENT: Dag Grada and Bryant Irving.

I. Meeting Called to Order

President Phil Young called the February 13, 2014 public meeting to order at 7:08 p.m.

II. Approval of Agenda

Commissioner Keith Nyquist made a motion to approve the February 13, 2014 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 January 9, 2014

Commissioner Per Faivre made a motion to approve the January 9, 2014 study session and public meeting board minutes. Commissioner Dean Holliday seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

B. Special Meeting of January 29, 2014

Commissioner Per Faivre made a motion to approve the January 29, 2014 special meeting board minutes. Commissioner Dean Holliday seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

IV. Correspondence

Commissioner Nyquist read a letter from Illinois Association of Park Districts (IAPD) President Peter Murphy thanking the DeKalb Park District for its membership, and providing information on upcoming educational sessions.

V. Business from the Floor

There was none.

VI. Old Business

There was none.

VII. New Business

A. Approve PARC Grant Concept Plan

Commissioner Faivre made a motion to approve engaging 3D Design for \$5,950 in professional service fees for the preliminary design and grant related work in conjunction with the PARC Grant Concept Plan. Commissioner Nyquist seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

B. Merit Pool

Commissioner Faivre made a motion to approve the \$38,500 merit pool and \$5,000 salary/wage adjustment. Commissioner Holliday seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

President Young noted that the Board would meet in Executive Session next month to discuss the employee evaluation process and merit pay distribution.

Commissioner Nyquist requested to see a copy of the evaluation form at the next meeting. Interim Director Ray will provide copies to the Board.

C. Approve Tentative Budgets for FY2015

Commissioner Faivre made a motion to approve the tentative budgets for FY2015. Commissioner Nyquist seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

Asst. Director Small noted that the proposed budget would be available to the public for 30 days prior to final action. The budget hearing will be held at the March 13, 2014 public meeting at 7:00 p.m.

Commissioner Holliday inquired about the source of revenues in the scholarship line item. Small noted that for the past few years the Target Corporation has donated \$4,000 towards the

scholarship program and the Park District has hosted an annual Scholarship Fundraising Golf Outing at River Heights Golf Course. Proceeds are utilized to help qualified resident families and/or individuals participate in District programs at a discounted rate.

It was noted that money from the PPD Department recycling is also credited to the scholarship account.

D. Approve Schedule of Park Board Meetings

Commissioner Nyquist made a motion to approve the Schedule of Park Board Meeting for FY2015. Commissioner Holliday seconded the motion.

President Young recommended that the March 13, 2014 Park Board meeting be held at River Heights Golf Course.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

Asst. Director Small thanked Commissioner Holliday for bringing to her attention that the February 12, 2014 date was incorrect. The schedule will be modified to correct the year from 2014 to 2015.

E. Approve Audit Engagement Letter

Commissioner Nyquist made a motion to approve the Audit Engagement letter submitted by Sikich for services in conjunction with the District's audit for the year ended February 28, 2014. Commissioner Faivre seconded the motion.

Asst. Director Small noted that last year the District requested bids from several firms and after careful consideration approved a three year agreement with Sikich.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

F. Approve Purchases over \$10,000: GIS Equipment

Commissioner Holliday made a motion to approve the purchase of GIS Equipment from Seiler totaling \$11,510. Commissioner Nyquist seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

Asst. Director Garrison noted that this equipment has been a need for the District and will also be utilized as a risk management tool. He thanked President Young for his help and noted that with the help of Interns at Northern Illinois University, the District will be able to build a database of district assets and infrastructure that will assist the PPD Department with maintenance and capital planning projects.

Commissioner Holliday asked where the equipment will be stored. Garrison replied that the equipment will be stored at the Administration Office.

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 \$124,396.58. Commissioner Holliday seconded the motion.

Commissioners Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote. Commissioner Mike Teboda was absent.

President Young thanked staff for the Executive Summary. Asst. Director Small asked if the Board was pleased with the format.

Interim Director Ray recommended that staff provide a quarterly report versus a monthly report. He felt that quarterly reports would better depict the District's financial position versus what was predicted. This report, he noted, would provide more in depth information.

President Young appreciated the recommendation and the Board agreed with the quarterly reports.

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, but in the process of planning for the upcoming spring/summer programs and tours.

B. Plan Commission

The meeting was cancelled.

C. Pool Committee

Commissioner Faivre reported that three committee meetings were cancelled due to the weather and that a meeting was scheduled for Monday, March 3 to move forward with conversations about the pool issue.

D. Trails & Trees Committee

There was no report.

E. Staff Reports

Program Director Belmont reported working on the Spring/Summer brochure.

Asst. Director Small thanked Autumn Kelly for processing W2s earlier this year and noted that staff was very appreciative.

X. Board Comments

President Young reported attending the IAPD/IPRA Annual conference in Chicago. He expressed that the conference was very well organized and offered many informational workshops for board and staff. He urges Board members to attend next year.

Young also noted that he visited River Heights and was pleased with the clubhouse bar renovations and thanked Garrison and staff for a job well done.

Commissioner Nyquist thanked the maintenance department for all their snow removal work during this very harsh winter and also thanked PPD staff for the great work at River Heights.

Commissioner Holliday asked if Garrison would introduce the newly hired maintenance employee at the next meeting. Garrison replied that he would be pleased to invite David Kessen to the March meeting.

XI. Adjourn Public Meeting

Commissioner Nyquist made a motion to adjourn the February 13, 2014 public meeting at 7:40 p.m. Commissioner Holliday seconded the motion and all members voted unanimously in favor.