

**DeKalb Park District  
December 13, 2012  
Study Session**

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

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Scott deOliveira, Jane Holdridge, Roger Huber, Josephine Knoble, and Suzie Zeeh.

**OTHERS PRESENT:** David Patzelt of Shodeen, Paul Sorensen, Mary Lincoln, Ron Cress, Angela Bollinger, Virginia Seymour, Jane Levinsky, Marvin Levinsky, Ivan Shols, Judith Shils, Judith Sisler, Dean Holliday, Don Franzene, Susan Whittaker, Debra Askelson, Tom Kirts, David Breen, Irving, Roger Cohn, Laura Smart, Bessie Chronopoulos, Keith Nyquist, Phyllis Franzene, Laurie Erdmann, and Art Erdmann.

President Joan Berkes Hanson called the December 13, 2012 study session to order at 5:28 p.m.

**Recognition of KSRA Executive Director, Suzie Zeeh**

President Joan Berkes Hanson thanked KSRA Director Suzie Zeeh on behalf of the entire Park District Board for her years of dedication to KSRA, Camp Maple Leaf, and Special Olympics. Hanson noted that throughout her 25 plus years of service, Zeeh has worked with thousands of children and adults and has employed over 3,000 people. Many of her employees and volunteers have followed into Zeeh's footsteps and are now special education teachers.

The Board wished Suzie Zeeh a happy retirement.

Zeeh thanked the Board for their thoughtful wishes and explained that her journey with KSRA, Camp Maple Leaf, and Special Olympics had been a rewarding and fun experience.

A park bench and plaque in appreciation to Zeeh's service will be installed in Hopkins Park adjacent to two memorial Maple trees.

**Health Insurance Renewal Recommendations**

Asst. Director Small introduced Jeff Hoffman of Crum Halsted and explained that he was present to discuss the Health Insurance renewal recommendations. Small noted a minor math error under option 3 and therefore provided the Board with a new spreadsheet comparing the three options:

With Option 1, the District would incur a \$10,283 yearly increase (6.4%) by choosing to remain with the same plan as in 2012. With Option 2 and an increase in the PPO deductible from \$2,000 to \$3,000/year, the District's annual cost would be increased by \$3,601 (2.2%). With Option 3 and a change from Humana to Pekin Insurance, the District would decrease its annual premium by \$3,090 (-1.9%).

Jeff Hoffman of Crum Halsted stated that Humana's 6.4% increase in the annual premium was low and explained Humana's implementation of a new program called Vitality in which all participating employees can learn about wellness, nutrition, and exercise as well as earn points towards incentives by completing a health assessment.

Hoffman stated that the District has had no out of network problems with Humana, but could have problems finding in-network specialist in the Northern Illinois area under the Pekin plan. Hoffman recommended that the District stay with Humana.

Asst. Director Small recommended that the District choose Option 2. This option would increase the PPO deductible from \$2,000 to \$3,000 per year and increase the District's total premium by \$3,601 for 2013. She also recommended contributing \$1,000 to employees who chose the HSA option of the plan.

The Board agreed to Option 2 with a \$1,000 contribution to employees who chose the HSA plan option.

The Board thanked Jeff Hoffman.

### **Impact of Health Insurance Reform: Patient Protection and Affordable Care Act (PPACA)**

Asst. Director Small explained that due to the PPACA "Obamacare", the District will be required to report the cost of health insurance on employees' W-2's for 2012. These will be issued January 2013.

Small also explained that starting January 2014, employers of 50 or more full-time equivalent employees will be required to provide health insurance benefits to any and all employees who work 30 or more hours per week. Small further explained that the District currently has 22 full-time employees, 5 part-time IMRF employees, and approximately 235 seasonal employees. Many of the seasonal employees currently work more than 30 hours per week and could potentially qualify for health insurance.

The health coverage requirements will begin on January 1, 2014, but employers are required in 2013 to use a standard measurement period of up to 12 months to determine compliance. Therefore, the District will be required to make changes in hiring and scheduling practices in 2013.

Commissioner Teboda asked about clarification regarding the number of hours employees could work under the PPACA requirement. Small stated that if any employee works 30 or more hours in any given week, the District would be required to offer that employee health insurance for that month. Small stated that in 2013 all part-time/seasonal employees will be limited to less than 30 hrs per week.

President Hanson inquired about the standard measurements of a seasonal position. Asst. Director Small replied that a seasonal position is one that is employed by an operation for 120 days or less. Small noted that employees at the pool qualify as seasonal employees since the

pool is not open to the public for more than 120 consecutive days, but that employees at the golf courses do not qualify as such and therefore will not be able to work more than 29 hours per week in 2013, or the District would be required to offer those employee health insurance benefits.

Commissioner Teboda inquired about penalties. Small explained that if one employee complained to the Exchange, the employer could be penalized on the total number of employees. Small noted that a lot remained unclear and that the District was working with its attorneys, Ancel Glink, to implement the necessary changes to comply with the new regulations.

### **Review of Enterprise Fund Budgets for FY2014**

Director Capek reviewed the Hopkins Park Aquatic Center enterprise fund budget for FY2014 and stated that the pool will be repainted prior to opening for the season. In 2013, the pool will be open from June 1<sup>st</sup> through September 2<sup>nd</sup>.

Season pass and daily fee rates will remain unchanged. It was further noted that the cost reduction of non-resident passes in 2012 resulted in a 60% increase in non-resident pass sales.

Capek also reviewed the FY2013 budget actual and noted that daily admission fees exceed budget by \$4,566 while season pass sales fell short by \$3,338. Staff wages also exceeded budget since the extremely hot and dry summer required additional staff hours.

Overall the Hopkins Park Aquatic Center expenses exceeded revenues by \$29,097.

Board member Young asked if the pool could be painted in 2014 instead. HPCC Director Scott deOliveira stated that the pool needed to be painted and could not wait another season.

Director Capek explained that the Board would not be approving the budget at this meeting.

Director Capek then reviewed the Golf Operations proposed budget for FY2014 and noted that staff was proposing a slight increase in the seasonal maintenance budget. The budget also reflected the reclassification of the Asst. Superintendent of Golf Operations from salary to hourly to comply with non-exempt/exempt employment regulations. The Asst. Superintendent of Golf Operations will remain at Buena Vista Golf to supervise the daily maintenance of the course.

Capek noted that the reclassification of the Asst. Superintendent of Golf Operations also resulted in additional overtime hours.

Capek reported a \$31,000 deficit in the budget between both courses in FY2013.

Commissioner Teboda inquired if the golf courses could obtain liquor licenses to sell packaged liquor. Teboda felt that it would increase revenue.

Asst. Director Small noted that the cost of liquor licenses increased by approximately 75% in 2012. Director Capek stated that she would contact the City regarding liquor licenses available to the District.

Commissioner Mason asked that staff look into the cost of replacing the irrigation system at River Heights golf course. Director Capek stated that staff will look at the cost and feasibility to replace the system within the Capital Projects budget. President Hanson noted that Mason's request could place the courses in an uncomfortable position by decreasing their capital projects dollars for FY2014. Director Capek stated that staff will research the cost for a new irrigation system and report back at the next meeting. She also noted that capital expenditures for the golf courses will be discussed with the District's overall capital budget.

The FY2014 proposed golf operations budget will provide funds to purchase new mats for the driving range, continue with the upgrade of course amenities such as water cooler enclosures, benches and ball washers, and also upgrade the turf quality at both courses.

President Hanson suggested that perhaps the maintenance and care of the flower beds at both golf courses could become the responsibility of the Parks, Planning and Development Department. Hanson noted that there could be a savings in resources.

Director Capek stated that staff would look into the employees responsible for landscaping, hours worked by these employees, and the resources available before reporting back to the Board about the feasibility of the suggestion made by President Hanson.

### **Review of 5 Year Capital Plan**

Director Capek stated that the Board had asked staff to review capital expenditures and how the capital budget would be affected with the construction of the new Aquatic Center.

Director Capek explained that it was staff's intention to continue making improvements throughout the District, replacing equipment, completing ADA projects, paying off the Sports & Recreation Center debt, seeking out grant opportunities for park development and replacing the Hopkins Aquatic Center. A revised five-year capital plan was presented to the Board showing a reduction in the replacement of equipment, a reduction in seasonal construction wages since playground replacement would occur in alternating years, and also a reduction in the River Heights improvement budget since sand traps and drainage improvements would be completed in alternating years as well. Funds for ADA projects would be provided by the Special Recreation Levy, and the District will apply for two OSLAD grants in the next five years in order to make improvements to Lions Park and a second park (yet to be determined).

Capek also noted the items that had not been affected by the changes made to the capital projects budget for the next five years. They were the funds for the replacement of the Sports and Recreation Center turf, the Hopkins roof replacement, the completion of the south barn at the PPD building, the lease/purchase of golf carts, and the lease/purchase of vehicles and equipment necessary for everyday operation throughout the District.

President Hanson inquired about the proposed FY2014 IT upgrade budget. Asst. Director Small replied that a portion of those funds would be utilized to upgrade the MSI software package, since the District was still operating on an old version.

Commissioners Mason and Young inquired about the PHN Architectural fees proposed for the pool and whether or not the Board had approved those fees. Director Capek stated that at the

December 6, 2012 special meeting, the Board had approved a preliminary outline of PHN Architect's scope of architectural and engineering fees for the Aquatic Center project and that the proposed cost was \$439,000. Commissioner Mason stated that he did not feel comfortable approving a project without first seeing any plans. President Hanson noted that the Board had approved moving forward with the pool project and needed to do so in order for PHN to be able to draw up different design plans.

Director Capek stated that plans would be modified until the Board was comfortable with the components and costs of the project.

Commissioner Young expressed that at the December 6, 2012 meeting, after the emotional and lengthy discussion in regards to the nature trail, the PHN Architects decision should have been discussed at a different time. Young also expressed that he was not comfortable with the aquatic center project and wanted to hear from staff about their thoughts regarding both the project and the amendments to the 5-year capital projects plan.

Director Capek stated that the Board did not approve the professional service fees of \$439,000 for PHN Architects. A formal contract will be presented in January.

President Young requested that Capek provide the Board with a side by side comparison of what was being removed from the capital projects plans for the next five years in order to accommodate the pool project. Director Capek stated that she would provide the side by side comparison at the next meeting.

Commissioner Mason stated that he could not conceive paying PHN Architects \$439,000. Capek stated that the fees are based on a percentage of the total project budget estimated at \$5 million and that an architect must be hired to design and implement plans for the construction of the pool.

Commissioner Young inquired as to whether any of these costs could be completed in-house. Capek stated that with such a short window to work with the District would need to hire a project management firm to oversee every aspect of the construction phase.

### **Ellwood House Budget Request for FY2014 Maintenance & Improvement Projects**

The Board decided to discuss the Ellwood Budget for FY2014 during the public meeting.

### **Open Meetings Act Training Reminder (deadline 12/31/12)**

Director Capek reminded the Board of the Open Meetings Act training deadline of December 31, 2012.

### **IAPD/IPRA Conference Registration**

Director Capek noted that the IAPD/IPRA Conference would be held at the Chicago Hyatt from January 24-26, 2013.

**DeKalb Park District  
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Public Meeting**

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**I. Meeting Called to Order**

President Hanson called the December 13, 2012 public meeting to order at 7:00 p.m.

**II. Approval of Agenda**

Commissioner Teboda made a motion to table the proposed revisions to Personnel Policy 6-12: Use of Park District Facilities and Programs until the next regularly scheduled Board meeting in January. Commissioner Young seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meeting**

**A. Study Session and Public Meeting of October 11, 2012**

Commissioner Mason made a motion to approve the study session and public board meeting minutes of November 8, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

Director Capek reported that the DeKalb Park District, on behalf of the Illinois Distinguished Park & Recreation Accreditation Committee (DPRAC), was officially approved on November 19, 2012, as an Illinois Distinguished Park & Recreation Accredited Agency. Capek noted that it was a District wide effort and thanked staff for all their extra work.

Commissioner Mason explained that this achievement is the highest award an agency can receive from its peers. The Board thanked Capek and staff for their commitment to meeting this special achievement.

## **V. Business from the Floor**

DeKalb resident Ron Cress questioned the District's knowledge of Com Ed's intentions to clear-cut the nature trail and asked whether or not the District would be in favor of planting native plants along the nature trail during the restoration process. Cress also asked if the District valued the help of volunteers since he and a group of volunteers were made to sign liability waivers prior to planting seed and flowers along the trail this past summer. There was no comment from the Board.

DeKalb resident Angela Bollinger stated that power lines that are less than 200 kilovolts are not under Federal mandate. Bollinger noted that the power lines above the nature trails do not exceed 200 kilovolts and that Com Ed deliberately lied to the community. She asked that the Park Board hold Com Ed responsible for the needless destruction of the nature trail.

DeKalb resident Bessie Chronopoulos stated that Com Ed over-exceeded their bounds and noted that it was the Park District's duty to fight to conserve important land and green space throughout the community.

DeKalb resident Jane Levinsky asked that the Board create some guidelines for the future in order to prevent what occurred on the nature trail. Levinsky expressed her belief that the park district Board had no knowledge, but was disappointed in park staff stating that she had documentation proving that district staff had knowledge of Com Ed's intentions. Levinsky stated that many communities have stopped utility companies from clear cutting their trails and expressed concerned that the District took no action.

DeKalb resident Melvin Levinsky stated that he and his wife, Jane Levinsky, requested via a Freedom of Information Act request, any communication between District staff and Com Ed regarding the nature trail. Mr. Levinsky asked why much of what they had received had been blacked out. He stated that Com Ed had intentions to spread additional herbicides on the nature trail. Director Capek stated that Com Ed would not be spreading any more herbicide.

Mr. Levinsky asked that the Park District approve an ordinance forbidding the usage of herbicides from any outside group without both prior approval from the District and also the provision of a comprehensive plan on the work to be completed.

Director Capek reported that District staff would be meeting with Com Ed representatives on Wednesday, December 19, 2012, to discuss the restoration of the nature trail and that the District would provide that information to the community.

Bollinger expressed that she did not trust that the District would negotiate in the best interest of the community. DeKalb resident Keith Nyquist asked if the board was willing to bring forth requests from the community.

Jane Levinsky stated that the community is upset and disappointed and that she will continue to attend park board meetings until the Park District and Com Ed present the community with an acceptable plan to restore the nature trail.

## **VI. Old Business**

### **A. Discussion of Park Land Dedication for Irongate Development**

Director Capek summarized the Irongate Preliminary Development plans. The recommendations made to the plan are as follows:

- Park sites less than 2-acres in size were not acceptable.
- 7.1 acre park site was acceptable.
- Bike trail located on the 13.1 acre site should be re-located to run parallel to the pond and be the responsibility of the homeowners.
- 8.4 acre site was acceptable, but only 4 of the 8.4 acres would be accepted as credit. No credit for the wetland pond or dry detention.
- Homeowners Association to be responsible for all storm functions in all the parks.

Capek noted that the developer dedication requirement for the subdivision was 48.81 acres and that the estimated dedication without park sites that were less than 2-acres in size totaled approximately 20 acres. The balance would be required in cash, which would be utilized for the development of the proposed parks.

David Patzelt of Shodeen noted that at the last meeting, he had provided information on a study that showed the value of smaller parks and how they were preferred by younger children. Patzelt also noted that the pathway would be removed from the plan since the District was not willing to take responsibility for it.

Patzelt stated that the bike path on church property would be the responsibility of the church, the portion in the middle would be the responsibility of the homeowners association and requested that the District take responsibility for the portion that ran through the 13.1 acre park.

Commissioner Mason stated that in his opinion when the plan was first presented to the Board it resembled plans that were presented to the District before the adoption of the Land/Cash Ordinance. Mason noted that the land/cash ordinance specified that 1 acre of usable park space should be available for every 1,000 people and that \$100,000 per acre should be paid to the District for each acre of usable park space the developer could not provide.

Commissioner Mason requested that the developer provide the Park District with the correct amount of quality park space for the size of the development.

Director Capek suggested that Patzelt take into consideration the Board's concerns.

Commissioner Mason made a motion to table further discussion regarding the Irongate Development until the next meeting. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

## **VII. New Business**

### **A. Approve Ordinance 12-13: Tax Levy Ordinance**

Commissioner Young made a motion to approve Ordinance 12-13: 2012 Tax Levy Ordinance. Commissioner Mason seconded the motion and all members voted unanimously in favor during a roll call vote.

### **B. Approval of Resolution 12-14: Resolution Authorizing the Destruction of Verbatim Recordings of Closed Session Meetings of the DeKalb Park District.**

Director Capek noted that the minutes have been released to the public and that there was no need to keep the verbatim recordings of those meetings.

Commissioner Teboda made a motion to approve Resolution 12-14: Resolution Authorizing the Destruction of Verbatim Recordings of Closed Session Meetings of the DeKalb Park District. 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**

Commissioner Teboda inquired about a \$9,750 purchase order to Ornamental Plasterwork Service. Asst. Director Garrison replied that the purchase order was for plaster repairs to be completed at the Ellwood House.

### **C. Invoices**

The Board reviewed and approved the list of bills totaling \$223,358.29.

### **D. Budget/Actual Report**

There were no questions.

## **IX. Committee and Staff Report**

### **A. IAPD-Dave Mason**

President Mason reported that he would remain on the Distinguished Agency Committee for one additional year.

## **B. Ellwood House-Cindy Capek**

Director Capek reported that the Ellwood House would be utilizing funds to address ADA issues at the mansion.

## **C. Plan Commission**

No report.

## **D. Staff Reports**

Capek reported that the staff holiday potluck luncheon would be held in the Terrace Room on Friday, December 14 from noon-1:30 p.m.

## **X. Adjourn Public Meeting to go into Executive Session**

At 8:25 p.m. Commissioner Fontana made a motion to move into Executive Session for the purpose of discussing the acquisition or purchase of property pursuant to Section 2(C) (5) of the Illinois Open Meetings Act and the Semi Annual Review of Closed Session minutes pursuant to Section 2(C) (21) of the Illinois Open Meetings Act. Commissioner Mason seconded the motion and all members voted unanimously in favor during a roll call vote.

## **XI. Reconvene Public Meeting to Approve Release of Executive Session Minutes**

Commissioner Young made a motion to reconvene to the public meeting at 9:10 p.m. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

President Berkes Hanson stated that the Park Board of Commissioner met in Executive Session at 8:25 p.m., at the Hopkins Community Center for the purpose of discussing the acquisition or purchase of property pursuant to Section 2(C) (5) of the Illinois Open Meetings Act and the Semi Annual Review of Closed Session minutes pursuant to Section 2(C) (21) of the Illinois Open Meetings Act.

Commissioner Teboda moved to negotiate with the School District to keep Kiwanis Park green. Commissioner Young seconded the motion and all members voted unanimously in favor.

Commissioner Teboda made a motion to release the Executive Session minutes of July 12, 2012. Commissioner Young seconded the motion and all members voted unanimously in favor.

## **XII. Adjourn Public Meeting**

Commissioner Teboda made a motion to adjourn the December 13, 2012 public meeting at 9:16 p.m. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

