

**DeKalb Park District  
December 12, 2013  
Study Session**

**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, Colleen Belmont, Todd Bex, Scott deOliveira, Jane Holdridge, Roger Huber, Autumn Kelly, Jeffrey Myles, Roger Olsen, and Emily Bidstrup.

**OTHERS PRESENT:** Jeff Hoffman of Crum Halsted, Dag Grada, Bryant Irving, Janet Irving, and Debbie Behrends of the Daily Chronicle.

President Phil Young called the December 12, 2013 study session to order at 6:00 p.m.

**Health Insurance Review**

Interim Director Lisa Small introduced Crum Halsted agent Jeff Hoffman who was present to discuss the health insurance renewal options for the District for 2014.

Small explained that she had met with full time staff to discuss ways to keep deductibles and premiums at a reasonable price that would be beneficial for both the employees and the District.

Jeff Hoffman explained that the information on premium costs by plan type was provided in the board packet for four different options. He further stated that the figures for Option 4 had changed and that the deductible would now be \$2,500 instead of \$4,000. The total monthly savings for the revised Option 4 would be (\$800) instead of (\$543). Staff recommended this option, which would switch the District from Humana to Blue Cross/Blue Shield for health insurance, and all employees would be on a Health Savings Account (HSA) plan. Annual savings are estimated to be \$9,000.

Interim Director Small also noted that staff was recommending that employees opting off of the plan be reimbursed \$450 per month versus \$375 and that the employee HSA contribution be increased from \$1,000 to \$1,200 per month.

Small explained that employees would continue to pay 100% of the premium for dependent dental coverage and 100% of the premium for vision coverage for themselves and their dependents. Hoffman noted that there would be a negligible increase in dental and vision premiums for 2014.

Lastly, Hoffman reported that 95% of the doctors in Illinois are in the proposed Blue Cross/Blue Shield PPO plan network.

## Capital Projects Proposed for FY2015

Interim Director Small explained that staff had met several times to discuss the proposed capital projects for FY2015. She highlighted the following projects:

Small noted that a budget was not being proposed for the construction of a dog park or a sledding hill since staff was not certain about the location, size, etc. of the projects.

Small explained that \$20,000 was budgeted for park energy upgrade projects and noted that the District would recapture that money in one or two years due to the energy savings.

Small also noted that all the parks and pathways listed under paving projects were in need of new blacktop and/or sealant and striping.

Asst. Director Garrison described the new gazebo that will be purchased to replace the old gazebo at Hopkins Park and the plans to install a pathway leading to the gazebo.

Program Director Belmont explained that there was an estimated 5 year useful life on each treadmill and that \$7,000 was budgeted to replace two of the existing treadmills.

Commissioner Faivre asked if the purchase of new fitness equipment would increase attendance. Belmont noted that the Haish wellness center was already well attended and that the treadmills were heavily utilized.

Belmont also noted that \$5,000 was budgeted for miscellaneous repairs at Haish Gym.

Commissioner Holliday asked who performed the repairs. Small replied that most repairs were completed in-house and the budgeted funds were for materials.

Assistant Director Garrison explained that replacement of old lighting at the baseball fields was an issue that needed to be addressed and it was recommended that \$10,000 per year should be budgeted to replace the existing lighting. It is anticipated that the new lighting would be more efficient and provide an energy cost savings.

President Young asked if the \$10,000 budgeted would cover most of the light bulbs that needed replacement. Garrison replied no, the funds were being allocated over several years to create carryover of funds to complete the entire project.

Small explained that money was budgeted to repaint the logo at the Sports & Recreation Center, complete some parking lot repairs and to add benches, a flag pole and a bike rack.

Small explained that staff had received a lower quote from Yamaha for the lease/purchase of 30 fuel efficient golf carts for River Heights. Also, \$81,000 was budgeted to purchase two triplex mowers and a slit seeder for River Heights Golf Course.

Commissioner Teboda asked if River Heights could get by with the purchase of one triplex mower instead of two. Golf Course Superintendent Huber stated that they currently have a

mower that was in need of repairs and by purchasing two new mowers it would allow for equipment down time.

Asst. Director Garrison addressed the parking lot resurfacing project at River Heights and noted that \$50,000 would need to be added to the proposed budget.

Small noted that no funds were budgeted for a Hopkins Pool project since it was still being discussed.

Lastly, Small explained that the Capital Projects Fund tentative budget would be presented to the Board in January and approved in February.

### **Golf and Pool Fees**

A report was included in the Board packet reviewing the Golf Course Enterprise Fund for the 2013 season.

Golf Course Superintendent Huber noted that this fiscal year a new pass structure was implemented eliminating the River Heights season pass in favor of a 27-hole pass that allowed customers to play at either facility. This change, he noted, was well received by customers and recommended no changes to the pass structure and cost for the following season at both golf courses.

A schedule of rounds of golf played per month for both golf courses was also provided. The schedule, Huber explained, did not include rounds that were missed when the POS system was not in operation. President Young asked what happens when the POS system is not in operation at the courses. Huber explained that in previous years it had been more of an issue, but that in recent years the POS server located at Hopkins was not down often.

The Board will discuss the new proposed Tee Sign Advertising policy at the next meeting.

HPCC Director deOliveira also recommended no change in pool pass types and cost, but proposed that the Board consider changing the closing time of the pool on Saturdays from 6 p.m. to 5 p.m. since there are numerous events held at Hopkins Park on Saturdays evenings throughout the summers. He further recommended that Sunday-Friday the pool would close at 7:50 p.m. instead of 7:30 p.m.

The Study Session was adjourned at 6:58 p.m.

**DeKalb Park District  
December 12, 2013  
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, Colleen Belmont, Todd Bex, Jane Holdridge, Autumn Kelly, Jeffrey Myles, and Roger Olsen.

**OTHERS PRESENT:** Dag Grada, Bryant Irving, Janet Irving, Debbie Behrends, Kim Launer, Jim Launer, and Mary Genousa-Hedlin.

**I. Meeting Called to Order**

President Young called the December 12, 2013 public meeting to order at 7:02 p.m.

**II. Approval of Agenda**

Commissioner Mike Teboda made a motion to approve the December 12, 2013 agenda. Commissioner 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 November 14, 2013**

Commissioner Keith Nyquist made a motion to approve the study session and public meeting board minutes of November 14, 2013. Commissioner Mike Teboda seconded the motion.

President Young clarified that on page 10 of the minutes, Commissioner Teboda was the Board member who asked about the purchase of snow removal equipment and asked that the minutes be amended to reflect that change.

Commissioner Nyquist made a motion to approve the amended study session and public meeting board minutes of November 14, 2013. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**B. Special Meeting of November 25, 2013**

Commissioner Keith Nyquist made a motion to approve the special meeting board minutes of November 25, 2013. Commissioner Mike Teboda seconded the motion and all members voted unanimously in favor.

**C. Special Meeting of December 3, 2013**

Commissioner Keith Nyquist made a motion to approve the special meeting board minutes of December 3, 2013. Commissioner Mike Teboda seconded the motion and all members voted unanimously in favor.

#### **IV. Correspondence**

Commissioner Nyquist read a letter from the City of DeKalb in regards to the renewal of the 2010 Intergovernmental Property Tax Abatement Agreement, an incentive program successful in attracting and retaining quality businesses in the community.

Even though the DeKalb Park District Board of Commissioners had previously agreed to a longer-term extension, the City, at the request of other government agencies for a shorter agreement, was asking that the Park District approve a shorter –term extension of this agreement to expire on July 31, 2014.

The City would present a longer term agreement with new terms before July 1, 2014 and was requesting that the Park District advise the City in writing if it did not support the shorter extension. There was a consensus of the commissioners to agree to the shorter term.

Commissioner Nyquist then read a second letter from NIU Associate Vice President Jeff Daurer to Interim Director Lisa Small in regards to the playground at Roberts Park.

In his letter, Daurer noted that the playground at Roberts Park does not meet the mission of the University and recommended its removal. The University he noted, would partner with the DeKalb Park District to share the cost/work in the removal of the existing playground and replacement with grass turf that can be maintained by the University.

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

There was none.

#### **VI. Old Business**

##### **A. Roberts Park Playground**

President Young reported that the Roberts Park playground is often vandalized and poses safety concerns for the residents.

Interim Director Small read an email from resident Patty Rubach explaining that her children do not play at Roberts Park and wishes that the District would plant more trees in that area.

Commissioner Teboda recommended removal of the Roberts Park playground and park.

Asst. Director Garrison noted that after removal of the playground and sidewalk, the lot would remain a grassy area to be maintained by NIU since the land is owned by the University.

Resident Mary Hedlin stated that she was a neighbor adjacent to the property and she inquired what would happen to the Park District owned “cut-through.”

Resident Kim Launer thanked the staff and Board for the decision to remove the park and sidewalk. She asked that large trees be planted there to discourage anyone from cutting through. She was also concerned about the regularity of maintenance.

Assistant Director Garrison suggested that one option was a conveyance of the property to the homeowners.

There was a consensus of the board to work with NIU on the removal of the playground equipment. Board President Young directed Interim Director Small and Assistant Director Garrison to contact NIU and to coordinate the removal of the playground and sidewalk in the spring of 2014.

### **B. Community Garden at Eden's Garden Park**

President Young addressed the possibility of removing the gazebo at Eden's Garden Park and adding a community garden.

Commissioner Nyquist requested that letters be sent to the residents of the area asking for input.

Asst. Director Garrison provided an aerial map of the Eden's Garden development and recommended a community garden not be placed in the core, park area on Park District property. Garrison noted that there were other areas within the development that were better suited for creating a community garden.

Commissioner Holliday asked about the condition of the gazebo. Garrison replied that the gazebo was missing a few shingles. Garrison also noted that the playground in the park was highly utilized and that the residents of the area have requested that picnic tables be added to the park.

Garrison explained that the Park District would still be responsible for maintaining the community garden if the Board decided to approve the request. This, he noted, would be an additional maintenance burden for staff.

### **C. Approve Executive Director Search Firm Contract**

President Young reviewed the Executive Director Search firm contract with Hazard, Young, Attea & Associates (HYA).

Commissioner Teboda made a motion to approve the Executive Director Search firm contract with HYA. Commissioner Nyquist seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

## **VII. New Business**

### **A. Approve Ordinance 13-06-Annexation Ordinance**

Interim Director Small explained that, according to Jim Rock, Attorney with Ancel Glink, there were certain parcels that needed to be annexed into the District.

The parcels listed in the Ordinance were annexed into the City Of DeKalb years ago, but were never annexed into the Park District and requested approval of Ordinance 13-06. Small noted

that Attorney Jim Rock was working with City of DeKalb staff on the issue and that there was no harm in re-annexing a parcel in case they were approved in the past.

Commissioner Faivre made a motion to approve Annexation Ordinance 13-06. Commissioner Nyquist seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

#### **B. Approve Ordinance 13-09: 2013 Tax Levy Ordinance**

President Young noted that the 2013 Tax Levy was presented to the Board at the November meeting.

Interim Director Small noted that the 2013 Tax Levy Estimate had been made available for 30 days following the November meeting and that no changes were being recommended for the final 2013 Tax Levy.

Commissioner Teboda made a motion to approve Tax Levy Ordinance 13-09. Commissioner Nyquist seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

#### **C. Approve Ordinance 13-10: Irongate Annexation Ordinance**

Interim Director Small noted that Ordinance 13-10 was prepared to annex the Irongate Development into the Park District separately from Annexation Ordinance 13-06.

Commissioner Teboda made a motion to approve Annexation Ordinance 13-10. Commissioner Faivre seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

#### **D. Amend Personnel Policy 4-1: Policy on Vacation Leave**

Interim Director Small noted that there were no changes being made to the policy, but that the language was ambiguous and needed to be reworded for better clarification.

Commissioner Nyquist made a motion to amend Personnel Policy 4-1: Policy on Vacation 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.

#### **E. Amend Personnel Policy 4-21: Policy on Personal Leave**

Interim Director Small asked that the Board consider increasing the number of personal days an employee can accumulate for Long Term Personal Leave from 90 to 120 days. The leave taken under this policy would still need to be FMLA qualified leave.

Commissioner Faivre made a motion to amend Personnel Policy 4-21: Policy on Personal Leave. Commissioner Nyquist seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

## **F. Approve Health Insurance Benefits**

Interim Director Small noted that the District will save approximately \$9,000 in 2014 on health insurance cost and recommended that the Board approve Option 4 switching the District from Humana to Blue Cross/Blue Shield. She also recommended that the monthly reimbursement to employees who have opted off of the District Health Plan be increased to \$450 per month versus \$375 and that the District's contribution to employees' HSA accounts be increased from \$1,000 to \$1,200 per year.

President Young asked why a portion of the vision cost was not covered by the District. Small noted that the cost was minimal and had been added as an option two years ago.

Commissioner Teboda made a motion to approve Option 4 for employee health insurance benefits for 2014. Commissioner Holliday seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

## **G. Approve Cafeteria Plan Levels**

Interim Director Small noted that staff was recommending that the Park Board set the limit for contributions to and reimbursements from a Sec.125 Cafeteria Plan at \$2,500 for medical expenses and \$5,000 for dependent care for the calendar year 2014.

Small also noted that cafeteria plans were fully funded by the employee with no cost to the District.

Commissioner Faivre made a motion to approve the 2014 Cafeteria Plan levels of \$2,500 for medical and \$5,000 for child care. Commissioner Teboda seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

## **H. Approve Board Travel Expense Request**

President Young requested Board approval for travel expenses to attend the IAPD/IPRA state conference in January 2014.

The cost would total approximately \$550.

Commissioner Faivre made a motion to approve the Board travel expense request for President Phil Young to attend the State Conference in January 2014. Commissioner Nyquist seconded the motion.

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

## **I. Approve Projects/Purchases over \$10,000**

Asst. Director Garrison noted that during the November 2013 Board meeting staff inquired if the \$35,000 originally allocated to purchase a used backhoe for the Parks, Planning and Development Dept during FY 2014, be reallocated to purchase other equipment.

Staff was seeking authorization to purchase a Grasshopper 725 DT that included the following:

- 72" mowing deck
- 48" snow blower
- Cab enclosure
- Dozer Blade
- Weight kits

Garrison provided specifications and photos of the equipment and noted that the \$19,426 total cost for the equipment also came with a 2 year warrantee.

President Young noted that he, Interim Director Small and Asst. Director Garrison looked at some of the old equipment in person and that it was in need of replacement.

Commissioner Holliday asked if the attachments would also be utilized at the baseball diamonds. Garrison noted that the equipment currently being utilized did not meet District needs and reviewed the snow removal areas throughout the District as follows:

- 4.7 miles of sidewalk in 29 different parks/facilities
- 10.6 miles of pathway in 14 different areas
- 11.45 acres of parking lots

Commissioner Nyquist made a motion to approve the purchase of parks maintenance equipment, Grasshopper 725 DT including the additional items discussed, in the amount of \$19,426. Commissioner Teboda 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 Teboda made a motion to approve the financial reports including the open invoices in the amount of \$72,242.18. Commissioner Nyquist seconded the motion.

President Young asked about the MSI invoice for software maintenance. Interim Director Small explained that MSI is our financial software package including General Ledger, Accounts

Payable, Payroll and Fixed Assets. The District pays the annual software maintenance fee for upgrades and technical support.

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

### **C. Budget/Actual Report**

There were no questions.

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

### **A. Ellwood House**

No report.

### **B. Plan Commission**

No report.

### **C. Pool Committee**

Commissioner Faivre noted that the committee met last Monday and that the Board should consider spending money to conduct community surveys. Commissioner Nyquist summarized the four options that the committee has been studying as follows: do nothing, renovate the existing pool, build a new pool at the current site, or build a new pool in a new site. Committee members had provided a listing of the pros and cons of each option. Nyquist further stated that he contacted the Oak Park District regarding their pool renovations.

### **D. Trails & Trees Committee**

Asst. Director Garrison noted that the Trails & Trees Committee will be meeting next Wednesday at 1:00 p.m. to discuss a different route for the pathway connection from the NIU Lagoon, across Lincoln Hwy. and through Prairie Park.

The committee will then present the information to the Board for consideration at the next meeting.

Garrison reported that the project was estimated to cost \$1 million and would be funded by a federal grant awarded to the City of DeKalb.

### **E. Staff Reports**

Program Director Belmont reported that attendance was low at the Breakfast with Santa and also noted that Wal-Mart donated a gift card towards the breakfast with Santa event.

Belmont reported that staff was pleased with the security cameras at Haish Gym.

Asst. Director Garrison reported that staff has removed vegetation that encroach the trails in Hopkins Park and Prairie Park. Park staff also continues working on tree removal and snow removal operations and have begun making ice at Lions Park for the skate park.

Staff also installed holiday decorations and assisted with the holiday preparations at the Ellwood House and are performing repairs and maintenance to the mechanical systems District wide.

Garrison also highlighted the following projects:

- CCTV installation at the Sports & Recreation Center and Haish Gym was complete
- Staff continues to work on the dog park and has ordered signage that was approved by PDRMA
- Ellwood mansion back stair case project was complete and leaks on two roof tops were addressed
- New basketball goals were installed at Hopkins
- Staff is gathering the materials for the RH bar renovations
- Survey work for the RHGC paving work was completed and staff is waiting on proposed plan and cost
- The locker room furnace at Hopkins Community Center was replaced
- Staff are working on the grant reimbursement submittal for the Annie's Woods OSLAD project.

Jeff Myles reported on soccer registrations and rental activities at the Sports and Rec. Center.

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

- A. For the purpose of discussing Executive Session minutes and the semi-annual review of Closed Session minutes pursuant to Section 2 (C)(21) of the Illinois Open Meetings Act.**

Commissioner Nyquist made a motion to go into Executive Session at 8:15 p.m. for the purpose of discussing Executive Session minutes and the semi-annual review of minutes pursuant to Section 2 (C) (21) of the Illinois Open Meetings Act. Commissioner Faivre seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

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

Commissioner Keith Nyquist made a motion to approve the Executive Session minutes of November 14, 2013. Commissioner Mike Teboda seconded the motion. Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during a roll call vote.

President Young stated that there were no Executive Session minutes being released.

**XII. Adjourn Public Meeting**

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