

**DeKalb Park District**  
**January 8, 2009**  
**Study Session**

**BOARD MEMBERS PRESENT:** Commissioners Joan Berkes Hanson, Dave Male, Dave Mason, and Mike Teboda. President Matt Volk was absent.

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Scott deOliveira, Roger Huber, Josephine Knoble, Russ Robinson, and Bill Ryder.

**OTHERS PRESENT:** None.

**1. Enterprise Fund Budgets**

Director Capek presented the proposed budgets report for the Golf and Hopkins enterprise funds. This included year to date figures; FY 2009 budget, and a proposed Budget for FY 2010. Capek explained that the District's fiscal year ends in February so the FY 2009 Budget reflects ten months of expenditures.

The proposed budgets had no major changes from last year with the exception of pass revenue and increased concession revenue. The projections were based on past performance of the facilities.

Depreciation for the golf courses was included in the proposed budget. Asst. Director Small explained that the depreciation figure for Buena Vista was not correct. Depreciation for Buena Vista for FY 2010 is \$32,000.

Finally, Director Capek noted that golf pass types were consolidated and a \$25 increase was proposed for adult passes and a \$10 increase for senior passes. The board agreed that a guest token be given with each golf pass sale.

**2. Personnel Policy Changes**

Director Capek discussed revisions to three existing personnel policies and the addition of a new policy.

Director Capek said the new policy 1-16 outlined the District's pay grade schedule and compensation. A paragraph was added to existing policy 1-10 stating that reasonable accommodations were provided for all employees and/or applicants with disabilities with regards to the District's employment application process. In Policy 2-2 language regarding the requirement for a signature on a payroll registry was eliminated since the District no longer requires staff to sign their name in order to receive their payroll check.

Lastly, suggested changes to Policy 4-8(d) included clarification regarding the employee's responsibility for payment of health insurance premiums while on unpaid Family Medical Leave.

Commissioner Hanson stated that she was not in agreement with the policy change and felt that an employee on unpaid family leave under the Family Medical Leave Act would suffer additional burden if responsible for payment of their health insurance premiums.

Director Capek stated that as a tax supported agency, the District was obligated to be fiscally responsible to its residents.

Commissioner Hanson stated that she felt more comfortable with the employee contributing to a portion of the health insurance premium.

Director Capek stated that the District has a liberal personnel policy in regards to personal days. Accumulated personal days can be utilized by an employee in case of a qualifying event as defined by the Family and Medical Leave Act.

Asst. Director Small explained that in the case of a qualifying event under the FMLA, the FMLA clock begins immediately and staff is allowed 12 weeks of unpaid leave as defined under the act. The employee, however, could utilize vacation days, personal days and accumulated personal days during that period.

Director Capek also noted that on a case by case basis and depending upon the position and years of service, the District could extend an employee's leave of absence.

Commissioner Hanson and Commissioner Male shared their concern regarding an employee's disenrollment from the District's health insurance during their family medical leave due to their inability to meet the health insurance premium payments.

Commissioner Male recommended that the District investigate the terms on credible coverage.

Staff will follow up and report back to the Board. Changes to Policy 4-8(d) will be deterred.

Lastly, Commissioner Hanson inquired if the District provided direct deposit of payroll. Asst. Director Small stated that direct deposit was offered, but not utilized by all.

### **3. Schedule Architect Interviews**

Director Capek stated that she would be mailing request for proposals (RFPs) to 4 architectural firms to prepare schematic designs for the replacement of Hopkins Pool at

the end of the week. Williams Architects will be one of the firms since they had conducted the pool audit. The deadline for submittal of RSPs was the beginning of February.

Capek recommended that the Board interview each firm in order to determine who would be qualified and the best match for the District.

A meeting was scheduled for Thursday, February 19, 2009 at 3:00 p.m. and if necessary a second meeting on Wednesday, February 25, 2009.

#### **4. Advertising Policy**

HPCC Director/Marketing Coordinator deOliveira discussed the District's proposed advertising policy noting that it was modeled after a number of other park district policies.

Director Capek noted that in the event of multiple requests for the same space, a lottery would be held. Also, priority would be given to full-page multiple listing vendors meeting the submittal deadline of March 4. Thereafter, requests would be accepted on a first come-first serve basis.

Commissioner Male asked that if the advertising program was successful, could an additional page be added within the program guide. Staff said this may be feasible.

Commissioner Hanson inquired about permissible advertisements and how staff dealt with what the District deemed as inappropriate advertisement.

Athletic Director Ryder stated that in the Banner Advertising Policy a clause was added giving the District the right to refuse any request for advertisement.

Commissioner Hanson requested that the clause also be added to the District's Program Guide Advertising information.

The Board was in agreement with the proposed policy with clarification on "acceptable" advertising.

#### **5. 2008 Pool Report**

HPCC Director/Marketing Coordinator deOliveira reviewed the report which provided a general overview of the 2008 season.

deOliveira reported that in terms of weather, the 2008 season temperatures were moderate.

deOliveira noted that season pass sales have been constant over the past 5 to 8 years and that in 2008 they accounted for 55% of the attendance and 40% of the facility revenue. Daily admissions accounted for 45% of the attendance and 44% of the facility revenue.

When evaluating the number of daily admissions by time, staff determined a significant drop in daily admissions during the hours of 5pm and 8pm. deOliveira will be brainstorming some ideas in order to increase patronage and revenues during those times.

Commissioner Mason inquired if the opening of the Hopkins aquatic facility was announced in local newspapers. deOliveira stated that local newspapers always feature the aquatic facility within two weeks of opening day.

deOliveira also reported that during the 2008 season PDRMA arranged for Star Review to conduct an audit of the District lifeguards. An employee of Star Review visited the aquatic center unannounced and observed and video-taped lifeguards while on duty without their knowledge. The tape was reviewed with deOliveira and managers of the pool; followed by an in-service with the staff. The overall experience was positive and staff learned and improved upon their deficiencies.

Lastly, deOliveira reported that with the new computer RecTrac software system, the data entry of all residents and non residents was successful resulting in better data on our users.

**DeKalb Park District  
January 8, 2009  
Public Meeting**

**BOARD MEMBERS PRESENT:** Commissioners Joan Berkes Hanson, Dave Male, Dave Mason, and Mike Teboda. President Matt Volk was absent.

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Colleen Belmont, Scott deOliveira, Roger Huber, Josephine Knoble, Russ Robinson, and Bill Ryder.

**OTHERS PRESENT:** None.

**I. Meeting Called to Order**

Vice-President Male called the January 8, 2009 public meeting to order at 7:05 p.m.

**II. Approval of Agenda**

Commissioner Hanson made a motion to approve the January 8, 2009 agenda.

Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meetings**

Commissioner Mason made a motion to approve the December 11, 2008 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. Approve Personnel Policy Changes**

Commissioner Teboda made a motion to approve the recommended changes to the DeKalb Park District's Personnel Policies 1-10 and 2-2 and to adopt policy 1-16.

Commissioner Hanson seconded the motion and all members voted unanimously in favor.

The Board tabled the recommended changes to policy 4-8 until further researched by staff.

### **B. Approve Advertising Policy/Rates for the Program Guide**

Commissioner Hanson made a motion to approve the advertising rates and guidelines for the DeKalb Park District Program Guide with the addition of language regarding acceptable advertisers.

Commissioner Teboda seconded the motion and all members voted unanimously in favor.

### **C. Appointment of Assistant Secretary**

Commissioner Teboda made a motion to appoint Executive Director Cindy Capek as Assistant Secretary to the DeKalb Park District Board of Commissioners.

Commissioner Hanson seconded the motion and all members voted unanimously in favor.

## **VIII. Financial Reports**

### **A. Cash & Investments Report**

There were no questions.

### **B. Purchase Orders**

There were no questions.

### **C. Invoices**

The Board reviewed and approved the list of open invoices totaling \$76,209.00.

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

There were no questions.

### **A. Committee Reports**

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

Commissioner Mason reported that the IAPD/IPRA Annual Conference would be held in Chicago on January 29-January 31, 2009 at the Chicago Hilton Hotel. He would be attending a Distinguished Agency meeting. Commissioners Hanson and Male would also be in attendance.

#### **B. Ellwood House-Dave Male**

No report.

#### **C. Plan Commission- Mike Teboda**

No report.

#### **D. Nehring Center-Matt Volk**

No report.

### **E. Staff Reports**

Athletic Director Ryder reported a busy month at the Sports & Recreation Center with maintenance and preparation of the soccer fields and registration for the second session of Soccer.

Asst. Director Small reported that the District's payroll was audited that morning by IMRF and that all was in order.

Program Director Belmont reported that new programs would be starting the following week.

Director Capek stated that she would inform all staff and Board members of their assigned table location and number for the IAPD/IPRA Friday-Awards Luncheon as soon as she was provided the information.

**XI. Adjourn**

Commissioner Teboda made a motion to adjourn the January 8, 2009 public meeting of the DeKalb Park Board of Commissioners at 7:13 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.