

**DeKalb Park District
Study Session
February 14, 2008**

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

STAFF MEMBERS PRESENT: Executive Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Colleen Belmont, Bill Ryder.

OTHERS PRESENT: No others were present.

President Dave Male called the February 14, 2007 study session to order at 6:00 p.m.

SRC Incident Follow-up

Executive Director Capek reported to the Board on a letter from IPARKS regarding their loss control visit on January 4, 2008 in response to a request from Brenda Maratto that the walls of the Sports & Recreation Center be padded and an athletic trainer available during games. IPARKS position was that based on the inspection, extensive research and claims history, it was not necessary to pad the facility.

Athletic Director Ryder stated that he researched approximately 30-40 other park districts and none of them employed the services of an athletic trainer. He also added that the current hourly rate to employ the services of an athletic trainer was \$25.00 per hour.

Ryder finally stated that he reviewed past incident reports and noted that there were a very minimal number of injuries. He also stated that the District has CPR, first aid and AED trained staff on site.

Director Capek reported that Asst. Director Garrison received a \$32,000-\$33,000 quote plus an additional \$5,000-\$6,000 installation quote to install padding on the walls of the Sports & Recreation Center. She stated that this was a very low quote and it was estimated that \$60,000-\$70,000 would be required to complete the entire job. If there was an interest to do fundraising to pay for the padding a more detailed quote would need to be obtained. Director Capek then explained that the District's capital improvements budget could not finance the project and that fundraising would be necessary.

Commissioner Hanson inquired about padding needs at Haish Gymnasium. Director Capek replied that there will be new pads installed for areas under the basketball goals.

Strategic Plan

Director Capek presented a preliminary draft of the Strategic Plan. She asked the Board for input on the Vision Statement.

Commissioner Volk was in favor of "Excellence in parks and recreation". Commissioner Hanson suggested that adding the work "services" after recreation. The Board was in favor.

Commissioner Capek asked the Board if they had any comments on the format of the report. Commissioner Teboda asked about an item in the Action Plan regarding a dog park. Director Capek responded that it was an item brought up during the public focus groups discussions as well as the Park Board discussion and could be included as an Action Plan item to explore the concept for feasibility. The Board would bring any final comments to the March meeting at which time it would be officially adopted.

Operating Budget Presentation for FY2009 Parks, Recreation & Athletic Departments

Asst. Director Small provided an overview of the proposed budget figures for Fiscal Year 2009, beginning on March 1, 2008. She explained several line items pertaining to liability insurance balances in the General Fund budget and said that it is anticipated that some expenditures from the insurance tax levy funds will be necessary to enhance risk management and safety practices in the District. Small reported that the proposed budget included a fund transfer from the General Fund to the IMRF fund to keep that fund from running in a deficit. Further, Small stated that the special revenues funds are projected to have positive fund balances at the end of the fiscal year.

The tentative budget will be placed on file at the administration office as well as on the website for public review for 30 days and will be presented again at the March 13, 2008 Park Board meeting for a public hearing and final approval.

Insurance Discussion

Director Capek discussed the recommendation to change insurance providers for liability and workers' compensation. She outlined the benefits of PDRMA. The Board asked several questions regarding the process and costs and were in agreement with the recommendation.

Vehicle Lease/Purchase

Director Capek recommended that the district purchase the Chevy Blazer that had been leased for the Athletic Department at a cost not to exceed \$11,209.00. There was further discussion regarding 3 other leased vehicles and the potential benefits of purchasing some or all of them. Director Capek stated that it would be more cost effective to use personal vehicles and maintenance vehicles for athletic purposes.

Park Board Officers Discussion

President Male asked the Board to consider the slate of officers to be elected at the next Park Board meeting scheduled for March 13, 2008.

Asst. Director Small presented a draft listing of future park board meetings to be approved at the March 13 meeting.

**DeKalb Park District
Public Meeting
February 14, 2008**

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

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

OTHERS PRESENT: Joe Franklin, Brenda Maratto.

I. Meeting Called to Order

President Male called the February 14, 2008 public meeting to order at 7:02 p.m.

II. Approval of Agenda

Commissioner Teboda made a motion to approve the February 14, 2008 public meeting agenda. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

III. Minutes from Previous Meetings

Commissioner Volk made a motion to approve the January 10, 2008 study session and public meeting board minutes. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Commissioner Teboda read the items of correspondence received from the Veterans of Foreign Wars (VFW), Girl Scouts, March of Dimes and Caps for Sam.

Commissioner Hanson made a motion to approve the request from the VFW to use Hopkins Park on March 23 for an Easter Egg Hunt. Commissioner Volk seconded the motion and all members voted unanimously in favor.

Commissioner Hanson made a motion to approve the rental of Lions Park by the Girl Scouts for a 5 day period from June 23 through June 27. Commissioner Volk seconded the motion and all members voted unanimously in favor.

Commissioner Hanson made a motion to approve the use of the Band Shell during the 3rd Annual Run4Research/Walk4Wisdom in Hopkins Park on May 4, 2008. Commissioner Volk seconded the motion and all members voted unanimously in favor.

Finally, Commissioner Hanson made a motion to approve the use of the Band Shell for the opening ceremonies of the annual March of Dimes event on April 26. Commissioner Volk seconded the motion and all members voted unanimously in favor.

V. Business from the Floor

Sycamore resident Brenda Maratto reported 3 incidents that occurred at the Sports & Recreation Center in the last week. Maratto stated that in her discussion with a high school coach she learned that if a Midwest Orthopedic trainer were on site, Northern Illinois University would provide the services of a student trainer at no charge.

Director Capek told the Board that she had followed-up with the District's insurance company, IPARKS, and their recommendation was that it was not necessary to pad the walls of the Sports & Recreation Center.

Athletic Director Ryder explained that in the past the District hired the services of trainers from Midwest Orthopedic, but that those services were discontinued due to cost.

Director Capek stated that District staff had researched the potential cost of installing padding at the SRC and found that the cost range was between \$60,000 to \$70,000. She invited Mrs. Maratto to report back to the soccer community to find out if there is still interest in fundraising for the project. Mrs. Maratto asked if the District could finance the project. Staff explained that based on the overall evaluation and recommendations; capital dollars were not available.

VI. Old Business

A. Approve LOWV Easement Documents

Asst. Director Garrison reviewed the Easement Agreement with James A. Elliott for property at League of Women Voters Park.

Commissioner Volk made a motion to approve the Grant of utility Easement between the DeKalb Park District and James A. Elliott. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

B. Approve Resolution 08-01: Authorizing Membership in the Park District Risk Management Agency

Director Capek recommended approval of Resolution 08-01. Commissioner Teboda made a motion to approve Resolution 08-01: Authorizing membership in the Park District Risk Management Agency. Commissioner Volk seconded the motion and all members voted unanimously in favor to a roll call vote.

C. Approve Resolution 08-02: Acknowledging the DeKalb Park District's Recognition and Dedication to the Loss Control and Risk Management Principles of the Park District Risk management Agency

Commissioner Teboda made a motion to approve Resolution 08-02. Commissioner Hanson seconded the motion and all members voted unanimously in favor to a roll call vote.

D. Approve Park District Risk Management Agency Contract

Commissioner Teboda made a motion to approve participation in the Park District Management Agency for a term commencing on March 1, 2008 in accordance with the contract and bylaws in their executed form and as may be subsequently validly amended.

Commissioner Hanson seconded the motion and all members voted unanimously in favor to a roll call vote.

VII. New Business

A. Caps for Sam Request

This item was discussed and approved during the correspondence portion of the public meeting.

B. DSASR Presentation

Suzie Zeeh, Executive Director of DeKalb Sycamore Association of Special Recreation (DSASR) presented an overview of Special Recreation to the Board. She highlighted the 30 years of history of the agency and discussed the programs provided such as: Camp Maple Leaf, inclusion programs and Special Olympics. She reported that over 130 athletes participated in Special Olympic sports.

Director Zeeh also reported on fundraising activities as well as social activities that are provided by DSASR.

Commissioner Teboda commented that he has participated in Special Olympic events and was very impressed.

Director Zeeh also reported that DSASR organizes two large tournaments; a softball tournament in June and a basketball tournament in December.

C. Approve Tentative Budget for FY2009

Commissioner Hanson made a motion to approve the tentative budget for FY2009. Commissioner Volk seconded the motion and all members voted unanimously in favor.

D. Approve Projects over \$10,000

There were none.

VIII. Financial Reports

A. Payroll and Contractual

There were no questions.

B. Purchase Orders

There were no questions.

C. Vouchers

The board reviewed and approved the voucher list of bills totaling \$83,430.69.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Reports

A. IAPD-Dave Mason

Director Capek reported that Commissioner Mason was presented with the 2007 Commissioner of the Year Award during the All-Conference luncheon at the annual IAPD/IPRA Conference on January 25, 2008.

B. Ellwood House-Dave Male

No report.

C. Plan Commission-Mike Teboda

No report.

D. Nehring Center- Matt Volk

Commissioner Volk stated that there had not been a Nehring Center Advisory Committee meeting yet this month. There was to be a gallery reception on Tuesday February 19 including a speaker presentation for the current exhibit.

E. Staff and Other Reports

President Male reported to the Board that Re:New DeKalb and the City of DeKalb were interested in installing synthetic ice in downtown DeKalb.

President Male explained that he was contacted by City Manager Mark Biernacki inquiring if the Park District would be interested in staffing the ice rink. He then stated that he would give more details at the March Board meeting.

Director Capek stated that she and Asst. Director Garrison had spoken to Jerry Brauer, Ellwood House Museum Director, regarding utility costs for the Ellwood House and the possibility that the Association become responsible for payment.

Director Capek recommended that the Agreement with the Ellwood House Association be reviewed with regard to how utilities and capital projects were funded.

Director Capek informed the Board that a new tenant was living in the caretaker's apartment at the Ellwood House and that she learned of two dogs living in the apartment as well. She recommended that the District request that no animals be allowed in the mansion or on the park grounds during operating hours.

Recreation Director Belmont reported on program cooperation with the YMCA and Kishwaukee Community College and outlined how it would benefit all three agencies.

Asst. Director Garrison asked the Board to approve the acquisition of a small triangular parcel of land adjacent to Boardman Park. The value of the property was assessed at approximately \$600.00, but would be available to the District at no cost.

Athletic Director Ryder reported on activities at the Sports & Recreation Center, including the walking programs.

Commissioner Teboda stated that he is participating in the indoor softball league and has heard numerous positive comments on the upgraded lighting at the Sports & Recreation Center.

Asst. Director Small reported on the status of the IT upgrade and staff training of new software.

X. Adjourn

Commissioner Teboda made a motion to adjourn the February 14, 2008 public meeting at 8:20 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.