

DeKalb Park District
March 13, 2008
Study Session

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

STAFF MEMBERS PRESENT: Executive Director Cindy Capek, Asst. Director Brad Garrison, Josephine Knoble

OTHERS PRESENT: Lena Mingalimova

Video: E-Z Glide

President Dave Male explained that the City of DeKalb was interested in installing a 40'x80' synthetic ice rink manufactured by E-Z Glide. President Male stated that the video provided by the company would better explain the product, and answer any questions the Board might have. Male introduced Lena Mingalimova who assisted him in collecting information regarding the synthetic ice surface. The Board then viewed the video.

Executive Director Capek stated that the City of DeKalb was interested in installing a synthetic ice skating rink in downtown DeKalb. The City would take full responsibility for the cost, management and supervision of the rink, but requested that the District consider offering instructional programs.

Asst. Director Garrison explained that the rink would be located on 4th Street and Grove, across the street from the DeKalb Police Department. It would be operational from Thanksgiving through March each year. Capek felt it would be nice to also find an indoor location for the synthetic ice so it could be used year round, however no locations are available in the District since all gymnasiums are highly utilized in the winter. President Male expressed his support.

President Male expressed it was important that the synthetic ice be properly

power washed. Male reported that he visited the City of Zion and that he had difficulty skating on their synthetic ice because it had not been properly cleaned.

Finally, President Male expressed that he was in favor of the District supporting the idea and helping with the advertisement and scheduling of instructional programs while the City would be fully responsible for maintenance and general operations. The Board was in agreement.

Strategic Plan Review

Executive Director Capek reported that the 2008-2013 DeKalb Park District Strategic Plan was complete and recommended it be approved during the Public Meeting. Capek stated that after approval, the Strategic Plan would be posted on the DeKalb Park District website.

Wal-Mart Request

Executive Director Capek reported that Wal-Mart was interested in hosting a softball tournament at Katz Park on April 19 or April 26 to raise money for the Children's Miracle Network. Wal-Mart requested that all District fees be waived. Consensus was that all other group fundraisers pay rental fees; therefore fees should not be waived.

Ellwood House Museum Agreement

Executive Director Capek stated that several months ago she and Asst. Director Garrison met with Ellwood House Director Brauer to discuss the agreement between the District and the Association. She had mentioned the possibility of the Association covering their electricity and gas as set forth in the current agreement. After a lengthy discussion, and historical review of the relationship, it was discussed that it may be more feasible for the District to continue to cover the utilities, and the Association assist with capital projects. The Association would be in a better position to raise money for specific projects versus operational costs. She noted that the Association dues draw down from their endowment for salaries and programming and that they may need to re-evaluate this continued practice. She also noted that the District was limited to the museum tax to support the Ellwood Park and facilities. In the past, the District used TIF funds for projects; however these funds are committed to other projects and needed renovations in the District.

A follow-up meeting was held with Park District Director Capek, Park District President Male, Ellwood House Association President Lundgren and Association Director Brauer. President Lundgren was receptive to making changes to the agreement and to the terms discussed above.

Commissioner Hanson asked when the District started assuming responsibility for the museum utility expenses. Capek replied that the District had been paying utilities since 2001.

There was much discussion regarding the Ellwood House Budget and Endowment Fund. Capek stated that the Ellwood House Association believed they would have better luck fundraising to support capital projects versus operating expenses. Asst. Director Garrison stated that the District had invested over 1.2 million dollars into the Ellwood House and that all capital projects, renovations and grant applications were a joint effort between both agencies.

Executive Director Capek discussed receiving a letter from J. Ellwood Towle requesting that the DeKalb Park Board support the relocation of the Ellwood House Log Cabin from the Miller Farm to the Ellwood House grounds. Photos showing the current condition of the cabin were distributed to the Board. After much discussion, the Board decided that it was not in favor of the relocation of the log cabin to the Ellwood House grounds in terms of appropriateness of the building, an additional long term expense. Director Capek will follow-up with a letter.

Golf Cart Advertising

Executive Director Capek explained that District staff was interested in a program that contracts with golf courses allowing for rental of advertising space on golf carts. Capek reported that staff was in the process of further researching the company and contract, but asked for Board support to proceed. The Board expressed that they were in favor of the idea.

Finally, Executive Director Capek distributed information and registration forms for the 2nd annual DeKalb Park District Scholarship Golf Outing to be held at River Heights Golf Course on Friday, May 9. All proceeds support the District's scholarship fund which provides programming and services for low-income families.

The Study Session was adjourned at 7:05 p.m.

DeKalb Park District
March 13, 2008
Public Meeting

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

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

OTHERS PRESENT: None.

I. Meeting Called to Order

President Dave Male called the March 13, 2008 Public Meeting to order at 7:10 p.m.

II. Approval of Agenda

President Male reported that the Community Service Award to the Master Gardners, under the New Business portion of the agenda, would be removed from the agenda and rescheduled for April.

Commissioner Volk made a motion to approve the March 13, 2008 amended agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

III. Minutes From Previous Meetings

Commissioner Hanson made a motion to approve the February 14, 2008 study session and public meeting board minutes. Commissioner Volk seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Commissioner Teboda read a letter from the Government Finance Officers Association notifying the District that it was awarded a Certificate of Achievement for Excellence in Financial Reporting.

Executive Director Capek stated that it was a great recognition for the agency and thanked Asst. Director Lisa Small for her work on the Comprehensive Annual Financial Report. Capek also thanked Asst. Financial Administrator Josephine Knoble.

Commissioner Teboda also read a letter from the DeKalb Police Department thanking Kevin Smith for assisting the police department by bringing over coolers filled with ice to

store water for officers and support staff during the Northern Illinois University shooting incident.

V. Business from the Floor

There was none.

VI. Old Business

A. Approve Park Board Meeting Calendar for Fiscal Year 2009

Commissioner Teboda made a motion to approve the DeKalb Park District Board Meeting Calendar for Fiscal Year 2009 as presented. Commissioner Mason seconded the motion and all members voted unanimously in favor.

B. Public Hearing: Budget for March 1, 2008 to February 28, 2009

Executive Director Capek reported that a legal notice for the public hearing for the Budget and Appropriation Ordinance #08-03 was publicized.

Commissioner Hanson made a motion to open the public hearing for the proposed Budget for March 1, 2008 through February 28, 2009. Commissioner Mason seconded the motion and all members voted unanimously in favor.

President Male inquired if there was anyone wishing to speak. There were no comments from the floor.

Commissioner Teboda made a motion to close the public meeting. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

C. Approve Ordinance 08-03: Budget & Appropriations for Fiscal Year 2009

Commissioner Teboda made a motion to approve the Budget & Appropriation Ordinance #08-03. Commissioner Hanson seconded the motion and all members voted unanimously in favor to a roll call vote.

D. Adopt Strategic Plan

Executive Director Capek recommended approval of the 2008-2013 DeKalb Park District Strategic Plan and credited the community, Board, and staff for their contribution to the development of the plan.

Commissioner Mason made a motion to approve the 2008-2013 Strategic Plan. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

VII. New Business

A. Wal-Mart Request

Executive Director Capek stated that Wal-Mart was requesting a fee waiver for the rental of Katz Park in order to host a fundraiser for the Children's Miracle Network.

After some discussion, the Board decided that it could not waive the rental fee because all other fundraising groups were being required to pay rental fees.

B. Golf Cart Advertising

Director Capek stated that staff was asking for authorization to proceed with researching advertisement possibilities on District golf carts. The Board was in favor of staff proceeding.

C. Approve projects over \$10,000

Asst. Director Garrison recommended the Board approve the \$12,900 proposal from Seyller's Tuck Pointing & Masonry for restoration work at the Ellwood House Terrace.

Commissioner Mason made a motion to approve the \$12,900 proposal by Seyller's. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

Asst. Director Garrison requested approval of a \$12,685 quote from Indevcon Environmental Consultants for abatement work to be performed at Haish Gymnasium. Garrison stated that the work would be completed in March and that Indevcon had performed abatement work at the Ellwood House and the Maintenance Shop.

Commissioner Volk inquired if air testing would be performed. Asst. Director Garrison replied that air testing would be conducted prior to and after completion of the abatement work.

Director Capek requested approval to purchase a 2004 Chevrolet Truck Blazer 4 door wagon from Mike Mooney Chevrolet for \$10,531. The District was previously leasing the vehicle and would be adding it to the fleet of vehicles in the Maintenance Department. Commissioner Mason made a motion to approve the purchase of the 2004 Chevrolet Truck Blazer. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

Staff also requested approval to purchase a 2008 Chevy Impala through the Illinois State Purchasing Program in the amount of \$15,523 to replace Director Capek's leased vehicle. Commissioner Mason made a motion to approve the purchase of the 2008 Chevrolet Impala. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

Finally, Asst. Director Garrison requested approval to purchase a 2008 Ford 150 truck to also be added to the Maintenance Shop fleet. The vehicle would be purchased through the Illinois State Purchasing program in the amount of \$13,453.

Commissioner Teboda made a motion to approve the \$13,453 quote submitted by Landmark Ford. Commissioner Mason seconded the motion and all members voted unanimously in favor.

Commissioner Teboda inquired about the fleet of vehicles at the Maintenance Shop. Asst. Director Garrison replied that the old vehicles were being replaced with newer ones and that the quality of vehicles had improved in the last 3 years.

Commissioner Hanson inquired about an old truck at Buena Vista Golf Course. Superintendent Robinson stated that the truck was damaged by the August floods and not operational. Asst. Financial Administrator Knoble stated that the truck was discussed with FEMA agents, and that due to the age of the vehicle, it was not an eligible item for reimbursement.

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 \$180,896.46.

D. Budget/Actual Report

Director Capek commented on the new financial report titled Cash and Investments report. Capek stated that the schedule provided to the Board by Asst. Director Small showed beginning balances, receipt & disbursement activity, and ending balances in the District's bank accounts. The schedule also provided information on District investments.

E. Staff Reports

There were none.

IX. Committee Reports

A. IAPD – Dave Mason

Commissioner Mason reported that he would be attending the 2008 IAPD Legislative Conference in Springfield on April 1 & 2. Commissioner Mason distributed to the Board a calendar of IAPD events for the year.

B. Ellwood House – Dave Male

Ellwood House business was discussed during the study session portion of the meeting.

C. Plan Commission – Mike Teboda

Commissioner Teboda reported that the Plan Commission meeting was cancelled.

D. Nehring Center – Matt Volk

Commissioner Volk reported that the Nehring Center Gallery brochure was complete and that the Nehring Center Committee had established the “Friends of the Nehring Gallery” in order to raise funds to support the gallery.

Commissioner Volk also reported that on Thursday, March 20 at 6:00 pm an opening reception for a new exhibit would be held at the Nehring Center Gallery. The 4 week exhibit will showcase art work from polish artist from the Chicago land area and from NIU art students who participated in various workshops in Poland.

X. Executive Session: Move to Executive Session for the purpose of the Board discussing the performance of an employee, pursuant to Section 2 (c)(1) of the Illinois Open Meetings Act

Commissioner Teboda made a motion at 7:43 p.m. to move into closed session for the purpose of the Board to discuss the performance of an employee, pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act. Commissioner Hanson seconded the motion and all members voted unanimously in favor to a roll call vote.

President Male noted that the Board was in Executive Session for the purpose of discussing employee performance on March 13, 2008 at 7:48 pm. All Board members were present.

XI. Reconvene Public Meeting, Approve Items Discussed in Executive Session

Commissioner Volk made a motion to return to open session at 8:30 pm. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

President Male stated that the Board met in Executive Session to discuss the performance of an employee, pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act. No action was taken.

XII. Adjourn

Commissioner Volk made a motion to adjourn the March 13, 2008 public session meeting at 8:31 pm. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

