

**DeKalb Park District**  
**August 9, 2007**  
**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. Directors Brad Garrison and Lisa Small.

**OTHERS PRESENT:** None.

President Male called the August 9, 2007 Study Session meeting to order at 6:05 p.m.

**1. Board Photo**

A photograph of the DeKalb Park District Board of Commissioners was taken by Scott deOliveira for the Park District Fall Brochure.

**2. Retired Commissioner Benefits: Board Policy Manual**

Director Capek distributed a draft of a suggested Park Board Policy Manual and asked that the Board of Commissioners review the manual in advance of the September Board meeting. Capek requested the Board determine which benefits to make available for retired Park Board Commissioners.

President Male mentioned that he had spoken to President of IAPD Ted Flickinger and had inquired about benefits to retired commissioners. Flickinger reported to Male that many Districts provide golf benefits to their retired Commissioners and that it was advantageous for those Districts to have retired Commissioners using and evaluating their golf facilities.

Commissioner Volk suggested that retirees be provided with an ID card to identify themselves.

Commissioner Mason requested that the Board consider pool and golf pass privileges to both the Commissioner and their spouse.

Commissioner Volk suggested that the policy differentiates benefits of retired Commissioners having served full or partial terms. If less than one term is served, benefits should be on a pro-rated basis.

The Board agreed to extend benefits to the spouses of retired Commissioners for the use of Park District facilities.

### **3. Kishwaukee Community College Class Project: River Heights Landscape Plans**

Director Capek presented conceptual drawings of landscape improvements, developed by students from Kishwaukee Community College. She explained that various aspects of the plans could be incorporated into future landscape improvements for River Heights.

### **4. Surplus Property**

Director Capek recommended that the Board approve the disposal of obsolete Nextel cell phones.

### **5. Public Requests: Use of Band Shell and Placement of Banners**

Director Capek reviewed the following requests: Elizabeth Nelson and Mark Zimmerman request for the Band Shell on October 11, 2008 for their wedding ceremony; Kishwaukee Hospital request to use 2 golf carts for their grand opening; and the DeKalb Music Boosters request to place a banner along the fence of the Ellwood House and at the entrance of Hopkins Park in order to advertise a CornFest/Music Booster function.

Director Capek explained that the Ellwood House Association was requesting permission to hold a cheese and wine fundraiser on the porch of the mansion sometime in October. Park District staff would be utilized for the event to dispense the wine. The Board was in favor of allowing the special fund raising event.

The Board supported all public requests.

### **6. Status District Technology Upgrade**

Staff updated the Board on the status of the technology upgrade.

### **7. Upcoming Activities: Strategic Planning & Tentative Mural Unveiling**

Director Capek reminded the Board of the Strategic Planning meetings scheduled for Tuesday, August 14 and Monday, August 20 from 6-9 p.m.

The Board also agreed to a joint meeting with the School District Board. Tentative meeting dates were October 1, 2, 3 or October 15, 16, and 18.

The August 9, 2007 Study Session was adjourned at 7:16 p.m.

**DeKalb Park District  
August 9, 2007  
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. Directors Brad Garrison and Lisa Small.

**OTHERS PRESENT:** None

**I. Meeting Called to Order**

President Male called the August 9, 2007 public meeting to order at 7:25 p.m.

**II. Approval of Agenda**

Commissioner Teboda made a motion to approve the August 9, 2007 agenda. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

**III. Minutes of Previous Meetings**

Commissioner Hanson made a motion to approve the July 12, 2007 study session and public meeting Board minutes. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

All correspondence was reviewed during the study session.

**V. Business from the Floor**

There was no business from the floor.

**VI. Old Business**

There was no old business.

**VII. New Business**

**A. Approve Projects over \$10,000-Clean Energy Grant**

Assistant Director Garrison stated that he received two proposals from contractors to perform the lighting work at the Sports & Recreation Center and recommended that the work be awarded to United Energy Associates, Inc. for the amount of \$33,026. He emphasized the importance of the

project being completed by the end of August, prior to the start of the School District's use of the facility and the beginning of recreational programming at the Sports & Recreation Center.

President Male stated " I would entertain a motion that the Board formally finds that, due to the nature and timing of the work, as well as the requirements of administering the Illinois Clean Energy Grant, the nature of the lighting projects funded in whole or in part by that Grant are not adapted to award by competitive bidding but instead, shall be let by review of proposals to the lowest responsible potential contractor, without bias or favoritism." Commissioner Hanson motioned for approval, Commissioner Teboda seconded the motion and all members voted unanimously in favor.

#### **B. Request for Use of Band Shell**

Commissioner Teboda made a motion to allow the use of the band shell for a wedding ceremony with stipulations that would be outlined in a letter by Director Capek and mailed to Elizabeth Nelson and Mark Zimmerman.

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

#### **C. Request to Post Banners**

Commissioner Volk made a motion to approve the placement of banners at the Ellwood House and Hopkins Park as requested by the DeKalb Music Boosters.

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

#### **D. Approval Ordinance #07-08: Surplus Property**

Commissioner Hanson motioned to approve Ordinance #07-08 for the disposal of obsolete Nextel phones. Commissioner Teboda seconded the motion and all members voted unanimously in favor to roll call.

### **VIII. Financial Reports**

#### **A. Payroll and Contractual**

There were no questions.

#### **B. Purchase Orders**

There were no questions.

### **C. Vouchers**

Commissioner Volk inquired about a voucher for North Central Cyclery. Asst. Director Small reported that the voucher was for maintenance on bicycles purchased at the YSB bike auction that were utilized at the camp programs.

The Board reviewed and approved the voucher list of bills totaling \$202,427.42.

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

Commissioner Teboda commented on the positive revenues at the golf courses and aquatic facility.

## **IX. Committee and Staff Reports**

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

Commissioner Mason reported that he would be attending Conservation Day in Springfield on August 18, 2007.

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

Commissioner Male reported that the Ice Cream Social was well attended.

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

No report.

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

Commissioner Volk reported that Anna Marie Coveny was hired as the new Gallery Director.

### **E. Staff Reports**

Assistant Director Garrison reported on the clean up of the Nature Trail. Garrison also explained that he was contacted by Cliff Golden of Boy Scout Troop #33 requesting permission from the Board to continue the sale of concessions during AYSO events.

The Board agreed to continue allowing Boy Scout Troop #33 to sell concessions at AYSO events.

Asst. Director Small informed the Board that Autumn Thu Kelly was hired for the Accounting Systems Manager position.

Director Capek reminded the Board that there will be a strategic planning meeting on Tuesday, August 14 from 6:00 p.m.-9:00 p.m. She also mentioned that a listing of TIF projects would be presented to the Board for consideration.

## **XII. Adjournment**

Commissioner Mason made a motion to adjourn the August 9, 2007 public meeting at 8:10 p.m. Commissioner Teboda seconded the motion and all members voted unanimously in favor.