

**DeKalb Park District**  
**October 11, 2007**  
**Study Session**

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

**STAFF MEMBERS PRESENT:** Executive Director Cindy Capek, Assistant Director Brad Garrison, Assistant Director Lisa Small, Colleen Belmont and Josephine Knoble.

**OTHERS PRESENT:** None.

President Dave Male called the October 11, 2007 study session to order at 6:05 pm.

**1. Prairie Pathways**

Director Capek reported that she and President Male had met with Tom Dyke and Drew Petterson regarding the IRC property (Prairie Pathways).

Capek explained that the developers were waiting for a response from the School District regarding a suggested site for a high school as proposed by IRC and the Macom Corporation. If this site were acceptable, current development plan would need to be modified.

Dyke and Petterson proposed that the homeowners association own the pathways in the development, but were once again asking the District to consider giving credit for the pathway system. Capek explained that this would not diminish the District's liability for the pathway system. She also told the developers that she did not believe the Board's position on the pathways would change. However, she would present the question to the Board on October 11.

Capek further explained that she and Male said that the Board remained concerned about the Com Ed utility lines that impacted the 6-acre downtown park. They inquired if the developers had alternatives if the land dedication requirements were not met. She further informed them that the District would request a cash contribution for the deficit in the required land dedication as outlined in the dedication ordinance.

Lastly, Director Capek noted that Thompson Dyke was anticipating presenting a preliminary plan to the Planning Commission in October.

The Board confirmed that they were not in favor of allowing credit for the pathway system and still had concerns with the downtown park. Director Capek said that she would draft a letter to Thompson Dyke confirming the Board's position and their concerns as noted in the correspondence of June 28.

## **2. Park Code**

Executive Director Capek stated that the DeKalb Park District code was submitted to the District attorney for review, and that suggested changes would be made to the document prior to a request for approval in November.

Commissioner Hanson had questions about the smoking policy and extending it to ball fields and spectator areas. Director Capek stated that the non-smoking policy was enforced in all park district facilities, but that the non-smoking policy in outdoor areas would be extremely difficult to enforce. Commissioner Mason suggested that non-smoking signs be affixed to bleachers at various park district sites to remind people not to smoke.

Commissioner Teboda inquired what the district would do if a group requested permission to camp out on park district property. Director Capek replied that as stated in the Park Code, camping was not allowed, except upon written permission of the Executive Director.

Commissioner Teboda also inquired if the district had a policy that protected umpires and referees. Director Capek replied that they would be protected under the Disorderly Conduct Section 8.09.

## **3. CAFR Review**

Asst. Director Lisa Small noted that Brian LeFevre of Sikich was not able to attend the Board meeting and that she would be presenting the Comprehensive Annual Financial Report for the year ended February 28, 2007.

Small noted that each year the District's financial statements are audited by Sikich and that we received an unqualified opinion from the auditors.

Small reported an increase in assets by \$260,319 and explained that approximately 75% of the District's total assets were reflected in capital assets such as land, buildings, vehicles and equipment. The major capital highlights for 2007 included a new playground in Hopkins Park, capital leases of new mowers and a tractor for Buena Vista, the purchase of golf carts for both Buena Vista and River Heights, boiler replacement for the Hopkins Park Aquatic Center, bridge replacement at River Heights, the purchase of maintenance equipment and tools to support the three-year maintenance plan, and lastly, upgrades to the maintenance facility workshop which included a new roof and office areas.

Asst. Director Small also noted that the District collected over three million dollars in taxes with an increase in expenditures of approximately 3% to 6%.

Small highlighted the healthy governmental fund balances and noted there was a transfer of \$100,000 from the government fund into the IMRF fund to cover expenses incurred by some early retirements, and to support the Golf Course and Hopkins Enterprise funds.

Commissioner Teboda inquired about the depreciation of assets. Asst. Director Small explained that the depreciation of assets was necessary and had to be presented in revenue statements. The reasoning is to keep in mind the depreciation of assets in order to plan for their replacement.

President Male noted that the golf course industry had decreased throughout the years because of the competition and availability of so many golf courses. Director Capek noted that District golf courses had performed fairly well despite the revenue losses due to the flood.

Asst. Director Small recommended that the Board read the notes to the financial statements because they explained in detail the District's accounting policies.

Lastly, Small highlighted the non-major governmental funds and noted that in the past the District had three deficit funds, however due to transfers from the governmental funds there remains only one deficit fund balance.

Director Capek inquired if the Board was satisfied with the presentation of the CAFR or if they felt the CAFR should also be discussed with Brian LeFevre of Sikich. The Board was pleased with the presentation and thanked Asst. Director Lisa Small for her clear presentation of the District's financial position.

Director Capek reminded the Board that the Park District Holiday Party was scheduled for Friday, December 14 at the Hopkins Park Community Center and also noted that the joint meeting with the School Board was scheduled for Thursday, October 18 at 7:00 pm. Capek also noted the information for the 2008 IAPD/IPRA Annual Conference held in Chicago on January 24-26 was included in their Board packet.

Lastly, Director Capek recommended that the Board and staff come together to discuss and formalize the goals and objectives for the next 5 years. It was suggested that it be discussed during the December 13 study session to begin at 5:30 pm.

The study session was adjourned at 6:55 pm.

**DeKalb Park District**  
**October 11, 2007**  
**Public Meeting**

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

**STAFF MEMBERS PRESENT:** Executive Director Cindy Capek, Assistant Director Brad Garrison, Assistant Director Lisa Small, Colleen Belmont, Josephine Knoble, Russ Robinson and Bill Ryder.

**OTHERS PRESENT:** Mark Skiba.

**I. Meeting Called to Order**

President Dave Male called the October 11, 2007 public meeting to order at 7:00 pm.

**II. Approval of Agenda**

Commissioner Hanson made a motion to approve the October 11, 2007 agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**III. Minutes from Previous Meetings**

Commissioner Teboda made a motion to approve the September 13, 2007 study session and public meeting board minutes. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

Commissioner Teboda read a letter from Debbie Armstrong thanking the District for the usage of golf carts and participation in Kite Fest.

He then read a letter from the Illinois Department of Natural Resources to Director Cindy Capek pertaining to the FY2008 OSLAD/LWCF grant application for Devonaire Farms. The District was invited to present a three-minute explanation of the project on Wednesday, October 17 as the next step to the application process.

Lastly, Teboda read a letter submitted by Kim Launer of St. Mary School in DeKalb thanking the District for the usage of picnic tables utilized during the St. Mary September Fest.

**V. Business from the Floor**

There was none.

## **VI. Old Business**

### **A. Bond Hearing at 7:15 pm**

President Male stated that the purpose of the October 11, 2007 Bond Hearing was to receive public comments on the proposal to sell bonds of the District in the amount of \$1,070,000.00 for the payment of alternate bonds, for land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District, and for the payment of expenses incident thereto.

There were no comments from the floor.

Commissioner Teboda made a motion to close the public bond hearing. Commissioner Hanson seconded the motion and all members voted unanimously in favor to a roll call vote. Matt Volk was absent from the meeting.

### **B. Approve Board Policy Manual**

Director Capek noted that the Board Policy manual was discussed during the study session.

Commissioner Teboda made a motion to approve the Board Policy Manual. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

## **VII. New Business**

### **A. Review Estimate of 2007 tax levy**

Asst. Director Small distributed a preliminary estimate of the 2007 tax levy. She stated that the County had not yet provided the figure for new construction, but estimated the 2007 operating levy would increase by approximately 7.37 % or \$146,993.

Commissioner Teboda inquired if the tax levy increase would be advertised. Asst. Director Small replied that a tax levy increase higher than 5% required advertisement. She explained that by law the District only had one year to capture new growth in the levy.

### **B. Approve Projects over \$10,000**

Asst. Director Garrison stated that he received a quote from All Tech Energy for lighting services at Haish Gym.

Commissioner Teboda stated that he was impressed with the predicted savings in total kilowatts. Asst. Director Garrison explained that the lighting quality would be superior with an extreme savings in energy.

Commissioner Teboda approved the \$14,154 quote submitted by All Tech Energy. Commissioner Mason seconded the motion and all members voted unanimously in favor.

## **VIII. Financial Reports**

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

There were no questions.

### **B. Purchase Orders**

There were no questions.

### **C. Vouchers**

Commissioner Teboda asked about the memorial bench voucher. Buena Vista Superintendent Robinson explained that the bench was purchased by Kay Robinson, and was located on hole # 8 at Buena Vista Golf Course.

Commissioner Teboda also inquired about the installation of a basket at the Sports & Recreation Center. Asst. Director Garrison replied that the basket was installed to prevent pump blockage.

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

Asst. Director Small reported that the District had almost completely collected all property taxes from the County.

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

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

Commissioner Mason reported that he attended an IAPD meeting in Grayslake and that he would be attending a Board of Trustee meeting on October 12.

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

Asst. Director Garrison reported that the work on the porch was terminated until after the holidays and that he was in the process of researching a company that could repair the balusters.

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

No report.

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

Director Capek reported that the Natural Selections exhibit was currently available for viewing until October 14.

## **E. Staff Reports**

Recreation Director Belmont reported that the first fall ballroom dance would be held at the Hopkins Community Center on Friday, October 12.

Athletic Director Ryder stated that the turf at the Sports & Recreation Center had been cleaned and painted by an outside contractor. He is investigating the purchase of a “drag” similar to the one used during the professional cleaning.

Buena Vista Superintendent Robinson reported that Buena Vista was 90% recovered from the flood and that hole # 1 was redesigned to allow water to flow away from the green.

Asst. Director Garrison reported that a shelter was being erected at Sweet Park and that he was working on remodeling the existing Hopkins shelter. Staff was also in the process of planting 60 trees donated by the City of DeKalb and 40 purchased trees throughout the park district.

### **X. 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**

At 7:27 pm, Commissioner Joan Berkes Hanson moved to go into closed session for the purpose of the board to discuss the performance of an employee pursuant to Section (c)(1) of the Illinois Open Meetings Act. Commissioner Teboda seconded the motion and all members voted unanimously in favor to roll call. Matt Volk was absent.

### **XI. Adjourn**

Commissioner Hanson made a motion to adjourn the October 11, 2007 meeting at 8:00 p.m. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

