

**DeKalb Park District
February 9, 2011
Study Session**

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

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

OTHERS PRESENT: None

President Volk called the February 9, 2011 study session to order at 5:36 p.m.

FY 2012 Budget Discussions: General Fund, Recreation Fund, Special Revenue Fund

Director Capek gave an overview of the budgets for the District's governmental fund and highlighted the following items:

- TIF allocation of surplus money that would be divided among various funds according to their tax rate
- Transfer of ½ of Brad Garrison's salary to the Parks Department
- Reserve for uncollected property taxes
- Sponsors for "Friday Movies in the Park"
- Interest rates are low and interest revenue is flat
- Reduction in Health Insurance cost to the District due to employee opt off
- Computer software/hardware and technical services have been divided and now have separate line items
- Fuel costs budgeted to increase next year
- Hopkins Community Center rentals budget was increased due to a new weekly rental agreement with Weight Watchers
- Allocation of Bond Interest expense of \$47,000 to the Recreation Fund to pay for the Sports & Recreation Center Bond
- Program fees budgeted to increase \$20,000
- Contractual janitorial services utilized at Haish Gym
- Goal to break even with Recreation programs in order to maintain reasonable program fees
- New camp ideas were successful last summer and will be continued next year
- Adult athletic programs revenues were budgeted lower due to lower participation, however rental revenues were increased
- Budget slight deficit in Recreation concessions department
- Increase in unemployment insurance cost assessed by State of Illinois from 1.9% of gross wages up to 4.1%
- IMRF Fund still at a slight deficit which will require a transfer of money from the General Fund
- Ellwood Museum includes a grant from DNR of \$150,000
- Nehring Center is projected to cover utility costs and maintenance expenses
- Special Recreation Fund budgeted expenditures include playground and ADA/Accessibility improvements for the SRA program.

Commissioner Mason inquired about the estimated cost of ADA compliance. Director Capek replied that the results of the ADA audit will be available next month, and then a formal plan will be developed to implement a transition plan for ADA compliance.

Discuss Accounting Treatment for Hopkins Aquatic Center operations

Director Capek recommended removing the Aquatic Center from the Enterprise Fund because it was more of a general service to the population. She commented that it may be viewed more favorably for fundraising and grant requests if it was in the Recreation Department rather than its own enterprise.

Commissioner Mason requested that staff provide a list of pros and cons of re-classifying the Aquatic Center and golf courses from the Enterprise Funds to a governmental fund.

Commissioner Teboda also asked for the advantages and disadvantages of also re-classifying the golf courses as a governmental fund versus an enterprise fund.

President Volk suggested that the discussion of all enterprise funds continue at the next board meeting, after the staff has an opportunity to develop the requested information.

Distinguished Park and Recreation Agency Accreditation

Director Capek recommended that the District apply to the Distinguished Park and Recreation Agency Accreditation program. The board agreed to move forward with the application process.

Target TIF Request

Capek recommended that the Board approve a supplementary Rider to the 2010 Intergovernmental Tax Abatement on behalf of Target Corporation. The Rider includes a pro-rata penalty for businesses that fall short of employment levels.

Personnel Policy 4-14: Policy on Personal Leave of Absence

President Volk informed the Board that the recommended changes to the Personnel Policy 4-14 regarding Leave of Absence was not supported by PDRMA.

Director Capek reported that the City of DeKalb's policy allows for up to 3 months of unpaid leave to be approved by the City Manager. The Sycamore Park District also provides for unpaid leave that can be granted by the Executive Director with no limit.

President Volk stated he was in favor of keeping Leave of Absence Policy 4-14 and that it be allowed only for employee health related issues.

Commissioner Teboda asked if the unpaid leave would extend to cover a situation where the employee's spouse or child had a serious health condition.

Director Capek replied that in her opinion that would be too broad and generous. She recommended that the policy be limited to the employee's own serious health condition.

The Board will review the policy and vote on any changes at the March Park Board meeting.

Schedule of Board Meetings for FY 2012

President Volk stated that he had conflicts with July 14, October 13, and November 10.

Commissioner Mason suggested that the schedule of meetings be published as is and meetings rescheduled when needed. The Board was agreement.

The Study Session concluded at 6:55 p.m.

**DeKalb Park District
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Public Meeting**

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

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

OTHERS PRESENT: Scott Gayden of KYFL, Nick Lee of KYFL, Cliff Golden, Scoutmaster of Troop 33 and Norden Gilbert, Director of AYSO.

I. Meeting Called to Order

President Matt Volk called the February 9, 2011 public meeting to order at 7:04 p.m.

II. Approval of Agenda

Commissioner Mason requested to amend the agenda by adding discussion of the golf budget under the Old Business portion of the agenda.

Commissioner Young made a motion to approve the amended agenda. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

III. Community Service Awards

President Volk presented the IAPD Community Service award to the Kishwaukee Youth Football League for their contribution to recreation in the community. Nick Lee and Scott Gayden were present to accept the award.

President Volk then presented a Community Service award to Cliff Golden as Scoutmaster for over 35 years. Mr. Golden was present to accept the award.

Lastly, President Volk presented a Community Service award to AYSO Director Norden Gilbert for contribution to recreation in the DeKalb area. Mr. Gilbert was present to accept the award.

IV. Approve Minutes from Previous Meetings: 1/12/11

Commissioner Teboda made a motion to approve the January 12, 2011 study session and public meeting board minutes. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

V. Correspondence

There was none.

VI. Business from the Floor

There was none.

VII. Old Business

A. Golf Budget

Commissioner Mason stated that he was concerned by the amount of part time wages for golf maintenance that was requested in the golf budget at last month's Park Board meeting. He inquired if the Board was willing to discuss the amount of wages to be allocated to golf maintenance. Mason stated that he was questioning whether \$30,000 was needed to stripe and seal two parking lots, or could those funds be expended on paths or other projects at the golf courses.

Director Capek replied that \$15,000 was budgeted for continued overlay of the Buena Vista parking lot. The other \$15,000 was for overlay of the large lot at River Heights. These were both capital expenditures. She noted that if changes were made in the proposed capital program, and paving projects were deferred, other capital expenditures would need to be evaluated to absorb these costs.

President Volk responded that a specific recommendation could be made at the next Park Board meeting for the board to consider.

VIII. New Business

A. Appoint Auditors for FY 2011 Audit

Assistant Director Small recommended that the Park Board appoint Sikich as auditors for the FY 2011 audit.

Commissioner Teboda made a motion to approve the firm of Sikich LLP to perform the FY 2011 Audit of the DeKalb Park District. Commissioner Phil Young seconded the motion and all members voted unanimously in favor.

B. Schedule of Board Meeting for FY 2012

Commissioner Mason made a motion to approve the FY 2012 Schedule of Board Meetings for the DeKalb Park District with the Regular Meetings of the Board of Commissioners to be held the second Thursday of each month, at 7 p.m., at the Hopkins Community Center. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

C. Approve Intergovernmental Agreement with School District 428

Director Capek reviewed the changes to the Intergovernmental Agreement with School District 428. President Volk asked if the pool issues were addressed. Program Director Belmont replied that the School District has complied with the water temperature requirements for swim lessons. Commissioner Mason made a motion to approve the Shared Use Agreement between the Board of Education of DeKalb Community Unit School District 428 and the DeKalb Park District created June 21,

2004 and amended January 13, 2011. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

D. Approve Rider to the 2010 Intergovernmental Property Tax Abatement Agreement for Target

Commissioner Mason made a motion to approve the Rider to the 2010 Intergovernmental Property Tax Abatement Agreement for Target Corp. Commissioner Young seconded the motion and all members voted unanimously in favor.

E. Approve Disposition of Surplus property

Asst. Director Garrison informed the Board that the 1992 Ford F150 pick up, the 1988 Ford F250 diesel pick up and the 1980 Hi-Ranger Boom w/bucket were in very bad shape and no longer of use to the District.

Commissioner Young made a motion to declare the equipment identified in the memo of February 3, 2011 as Surplus Property and to dispose of said equipment. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

IX. Financial Reports

A. Cash and Investment

There were no questions.

B. Purchase Orders

Commissioner Hanson questioned the purchase order for windows. Asst. Director Garrison replied that the windows were for the Buena Vista clubhouse.

C. Invoices

The Board reviewed and approved the list of bills totaling \$33,311.45.

D. Budget/Actual Report

There were no questions.

IX. Committee Reports

A. IAPD-Dave Mason

Commissioner Mason reported in a session he attended regarding golf operations at the IAPD/IPRA annual conference.

B. Ellwood House-Cindy Capek

Director Capek reported lower attendance at the Holiday Open House due to poor weather. She also reported that the Ellwood House Association has \$1.3 million in the endowment fund.

President Volk inquired about the possibility of the Association contributing to the utility costs of the mansion and visitor's center.

C. Plan Commission-Mike Teboda

No report.

XI. Staff Reports

Program Director Belmont reported that the Spring Brochure was complete and ready for the printers. She also reported that she would be participating in a Wellness Fair.

Athletic Director Ryder reported that baseball registration was underway.

Director Capek acknowledged the park staff for snow removal during the recent blizzard. Capek mentioned that the dog park organization was moving forward with plans for the Katz Dog Park.

XII. Executive Session-Move to Closed 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 Mason moved to go into closed 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 Hanson seconded the motion and all members voted unanimously in favor during a roll call vote.

XIII. Return to Open Session

Commissioner Teboda made a motion to return to open session at 9:10 p.m. Commissioner Mason seconded the motion and all members voted unanimously in favor during a roll call vote.

President Volk stated that the Board met in Executive Session to discuss the performance of an employee.

Commissioner Teboda motioned that Director Capek be given a 2.75% merit increase. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

XIV. Meeting Adjourned

Commissioner Teboda made a motion to adjourn the February 9, 2011 public meeting at 9:12 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.