

DeKalb Park District
April 12, 2012
Study Session

BOARD MEMBERS PRESENT: President Mike Teboda, Commissioners Joan Berkes Hanson, Mario Fontana, and Dave Mason. Commissioner Phil Young was absent.

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

OTHERS PRESENT: Frank Beierlotzer.

President Teboda called the April 12, 2012 study session to order at 6:00 p.m. and noted that Board member Young would not be present.

Park Master Plan Presentation

President Teboda reported that Director Capek had received an email on Wednesday, April 11 from Tom Palansky of Stantec Consulting Services, Inc. informing her that the document was not sufficiently completed and therefore they would not be presenting the Park Master Plan at tonight's Board meeting. It would be presented in May.

Park Board Procedure #4 and Personnel Policy 6-12

Director Capek reviewed the changes made to Park Board Manual Procedure #4 and Personnel Policy #6-12 to address the Board's request to allow a guest of a Board Commissioner or eligible family member to ride in their golf cart at no extra charge. The guest however would be required to pay the respective greens fees.

President Teboda stated that he was not in agreement with the policy. Teboda felt that it was a privilege for Board members and their families to utilize district facilities at no charge and was not in favor of allowing a guest to ride a cart without paying the rental fee. Teboda stated that he would not allow his guests to ride his golf cart at no charge and would continue with that practice.

Commissioner Hanson noted that she has only utilized District facilities a few times and does not feel she has taken advantage of her privileges. Hanson did not feel that having a guest ride in a golf cart with her would affect the District financially. Teboda stated that the dollar amount does not seem like much, but felt that the District would be losing revenue if all District employees allowed their guests to ride in their golf cart at no charge.

Commissioners Fontana and Mason were in agreement with Hanson.

Commissioner Hanson noted that she was not in agreement with passing a policy any Commissioner was not comfortable with.

Section 8.29 Park Code

Director Capek explained that the District has been receiving more and more requests from groups to utilize District parks. Staff stated that the language in Section 8.2 Permits did not follow the Administrative Procedure 100.29 Parks Use Permits.

Capek further explained that these events typically required additional picnic tables and garbage receptacles and that the request for a Special Use Permit was necessary to ensure that District parks could be enjoyed by all patrons. A Special Use Application should be submitted to the Executive Director or designee no less than 30 days prior to the event and all groups and organizations would have to abide by District permit procedures and guidelines.

Seasonal and Part-Time Job Classification Pay Scale

Director Capek stated that Commissioner Hanson had inquired about the pay scale and job classification of seasonal and part-time employees.

Capek explained that the listing of District seasonal and part-time positions also included a start and end rate of those positions. She noted that wages for several positions were based on certifications and or experience.

Capek reported that returning seasonal employees who work at least twenty five hours would receive a twenty five cent increase, while employees working less than twenty five hours would be considered for an increase based on the position, hours and years working that position. Athletic position are paid per game and compared to the market on an annual basis.

Commissioner Teboda inquired about the pay rate for the golf course attendants who typically work as both golf shop and concession attendants during light attendance. Director Capek replied that they are paid at the golf shop attendant hourly rate.

Commissioner Hanson noted that employees who work point of sale have important positions since they are representatives of the Park District.

Other Discussion

Director Capek reported meeting with Mike Money to discuss the 2012 Chevy Youth Baseball Program, a promotional incentive marketing program for Chevrolet.

Capek stated that through this program the District will receive Chevy branded youth baseball equipment, t-shirts, banners, invitations to a youth baseball instructional clinic, a one-time \$500 sponsorship check and a vehicle give-away fundraiser opportunity.

Capek stated that the District would sell raffle tickets for \$1.00 each and noted that the league would receive an additional \$250 for selling 500 tickets, \$500 for selling 1,000 tickets, and \$1,000 for selling all 2,000 tickets. Capek noted that even if the District did not sell any tickets, they would receive the equipment and the \$500 sponsorship.

President Teboda noted that he and Director Capek met with Ted Strack, President of the Sycamore Board and Dan Gible, Executive Director of the Sycamore Park District to discuss a joint pool facility. It was discussed that funding would have to come from a referendum.

After much discussion about location, cost, long term improvements, revenue, and management, the Board expressed that they were not in favor of the idea since it was unrealistic to consider a referendum at this time.

Director Capek presented to the Board a Special Event Application requesting the use of DeKalb Square Park for July 27-29 for a Veteran's Weekend celebration in conjunction with Kishwaukee Fest. Frank Beierlotzer stated that the DeKalb Square would be utilized from 1:00 p.m. Friday, July 27 through 11:00 a.m. Sunday, July 29 as a camp site for military re-enactment.

Director Capek stated that she was in favor of the event but felt DeKalb Square Park was a bit unsafe due to its close proximity to the railroad tracks and site of the park.

Mr. Beierlotzer stated that this is the 5th year he has helped coordinate the event which was held at the DeKalb Airport for three years.

President Teboda was also in favor of the event, but concerned with safety.

Director Capek stated that in order to hold the event at any District location he would have to obtain a certificate of insurance.

Asst. Director Garrison stated that he was also in support of the event but explained that DeKalb Square Park was one of the District's most visible parks and he was concerned with the impact the event would have on the park.

Director Capek also noted that alcohol is not allowed in District Parks and facilities and inquired about the average age group of the attendees. Mr. Beierlotzer replied that the event is typically attended by mostly young adults and older not many under the age of 21. He further stated that re-enactments would be done at other locations, and that DeKalb Square Park would only be utilized as a camping site.

Commissioner Hanson noted that the park was not located in a residential area and therefore ideal.

The Board asked that Mr. Beierlotzer provide the District with a certificate of insurance.

Mr. Beierlotzer thanked the Board.

The Study Session concluded at 7:10 p.m.

**DeKalb Park District
April 12, 2012
Public Meeting**

BOARD MEMBERS PRESENT: President Mike Teboda, Commissioners Joan Berkes Hanson, Mario Fontana, and Dave Mason. Commissioner Phil Young was absent.

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

OTHERS PRESENT: Frank Beierlotzer.

I. Meeting Called to Order

President Teboda called the April 12, 2012 public meeting to order at 7:15 p.m.

II. Approval of Agenda

Commissioner Hanson made a motion to amend the April 12, 2012 agenda as follows: delete the Adoption of the Master Plan under Old Business. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

Commissioner Hanson explained that she was not in favor of approving revisions to policies and procedures that any Commissioner was not in favor of.

III. Appointment of Acting Secretary

President Teboda recommended that the Board appoint Joan Berkes Hanson as acting secretary in Phil Young's absence. Commissioner Mason made a motion to approve the appointment of Joan Berkes Hanson as secretary. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

IV. Approve Minutes from Previous Meeting

A. Study Session and Public Meeting of March 22, 2012

Commissioner Hanson made a motion to approve the study session and public meeting board minutes of March 22, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

B. Executive Session of March 22, 2012

Commissioner Hanson made a motion to approve the executive session board minutes of March 22, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

C. Special Meeting, Golf Committee, of April 9, 2012

Commissioner Hanson made a motion to approve the Golf Committee minutes of April 9, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

Commissioner Hanson noted that the overall goal was to provide the community with affordable and quality golf.

Some of the topics discussed were infrastructure, staffing, marketing, policy and vision. It was decided to host a customer appreciation event at the beginning of the season versus the end. There was much discussion, Hanson added, about growing the user base and offering golf specials to attract additional users.

Commissioner Mason stated that he was appreciative of the communication between the Board and Staff.

V. Correspondence

Correspondence was discussed during the study session.

VI. Business from the Floor

There was none.

VII. Old Business

There was none.

VIII. New Business

A. Approve Revisions to Park Board Procedure #4-1

Commissioner Hanson made a motion to table this item. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

B. Approve Revisions to Personnel Policy 6-12

Commissioner Hanson made a motion to table this item. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

C. Approve Revisions to Section 8.29 of Park Code

Commissioner Hanson made a motion to approve the revisions to Section 8.29 of the Park Code. Commissioner Mason seconded the motion and all members voted unanimously in favor.

D. Approval of Annie's Woods Bids

Asst. Director Garrison reported that three bids were received for the Annie's Woods project and recommended approval of the lowest bid of \$109,000 submitted by Elliott & Wood, Inc.

Commissioner Hanson inquired when the project would begin. Garrison replied that the project would begin in the next couple of months and be completed in the fall.

Commissioner Mason made a motion to approve the bid of \$109,000 from Elliott & Wood, Inc. for the Annie's Woods Park project. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

IX. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

The Board reviewed and approved the total list of bills totaling \$144,960.02.

Garrison reported that a payout of \$53,200 to Irving Construction for the Ellwood House ADA project was not included in the total list of bills. Payment will be made on Friday, April 13.

D. Budget/Actual Report

There were no questions.

X. Committee and Staff Report

A. IAPD-Dave Mason

No report.

B. Ellwood House-Cindy Capek

Director Capek reported that the Ellwood House Association Board met on March 27 to discuss strategic planning, programming & special events.

C. Plan Commission

No report. The meeting was cancelled.

D. Other Discussion

Commissioner Mason Hanson reported that the next Golf Committee Meeting was scheduled for Monday, May 7 at Buena Vista.

E. Staff Reports

There were none.

XI. Adjourn Public Meeting

Commissioner Hanson made a motion to adjourn the April 12, 2012 public meeting at 7:47 p.m. Commissioner Mason seconded the motion and all members voted unanimously in favor.