

DeKalb Park District
April 14, 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, Roger Huber, Josephine Knoble and Bill Ryder.

OTHERS PRESENT: None

President Volk called the April 14, 2011 study session to order at 6:00 p.m.

Discuss Selection of Officers

President Volk stated the Board would continue discussing the selection of officers that began at the March meeting.

Vice-President Young inquired how long the other members had been in their respective roles. Vice-President Teboda replied that he had been Vice-President since Dave Male had resigned from the Board.

Commissioner Teboda stated that he was interested in the Presidency, but wanted the Board to know that he was not proficient with technology and had concerns in the event that he needed to speak with the media.

Commissioner Hanson stated that in her opinion, Commissioner Teboda would make a good President.

Commissioner Volk stated that he has not had much media exposure and that Executive Director Capek would inform him of anything he needed to be aware of.

Commissioners Mason and Young also stated that they were in favor of Teboda as Park Board President. Board also agreed that Commissioner Joan Berkes Hanson would serve as Vice-President and Commissioner Volk as Treasurer.

Director Capek stated that the selection of officers and attorney would be approved at the May Board meeting.

Golf Report

President Volk stated that Director Capek had included a proposed five year plan for golf operations in the Board packet. He then asked if there were any questions.

Commissioner Young inquired whether NIU interns could be utilized to provide a GPS mapping system of the golf courses. Commissioner Teboda inquired about the mapping system.

Commissioner Young stated that a mapping system is a data base system that can accurately identify features on the course. The system could also maintain information on amenities, number of trees,

identify problem areas, such as standing water on the golf courses, and keep an inventory of work completed on the course.

Commissioner Hanson stated that establishing a mapping data base is a very powerful tool that would provide important data on the golf courses.

Director Capek asked that Commissioner Young contact her if there was interest in a student internship for a mapping project.

Commissioner Teboda requested that a sign be placed on hole #17. This sign would warn golfers of others teeing-off from hole #16. Staff noted the recommendation.

Commissioner Teboda inquired whether District offered family golf passes. Golf Superintendent Huber stated that the District did not offer family passes. Commissioner Teboda suggested that staff research the possibility of offering family golf passes.

Commissioner Mason also suggested that the District look into offering spouse passes and other combination family passes. Director Capek stated that staff decided to eliminate numerous pass types because only a very small number were sold each year.

Director Capek stated that staff would revisit the topic when passes and fees are reviewed this fall for the 2012 season.

Commissioner Hanson asked numerous questions in regards to the budget and inquired whether the budget numbers matched the annual budget and appropriation ordinance. Asst. Director Small stated that those numbers were the same.

Commissioner Teboda inquired about the proposed leveling of tee box #11. Golf Superintendent Huber stated that the project would be completed in the fall.

Commissioner Hanson asked Huber to specify what he meant by leveling a tee box. He explained that this would involve a variety of procedures depending on the tee.

Superintendent Huber stated that he would be lowering the height and expanding the tee area in order to improve playability and maintenance of that hole.

Commissioner Hanson inquired whether Huber and his staff would be that aggressive on all the holes.

Superintendent Huber replied that each golf hole is unique and changes would be made accordingly.

Commissioner Teboda stated that having different tee levels provides different perspectives.

Commissioner Mason inquired about the drainage issue adjacent to the River Height's clubhouse and how staff was planning to rectify the problem. Huber stated that the issue was due to runoff rain water from the parking lot and that drainage tiles would have to be installed. This was a larger project that would need to be budgeted.

Commissioner Mason stressed the importance of marketing and public relations and also suggested that staff pay closer attention to the maintenance of the sand traps.

Superintendent Huber stated that the same maintenance program will be applied to both courses and that a record of all maintenance will be kept for each hole.

Public Hearing

At 6:45 p.m., President Volk called a Public Hearing to order concerning the Proposed Budget for the year March 1, 2011-February 29, 2012.

President Volk inquired whether there was anyone in the audience with questions or comments. There were no questions and/or comments.

Asst. Director Small stated that the budget was on file with the County for 30 days and that no correspondence was received regarding the proposed budget.

At 6:47 p.m., Commissioner Hanson made a motion to close the public hearing. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

River Heights Irrigation System

Commissioner Mason recommended that the irrigation system at River Heights be replaced in full as opposed to banking funds for repairs. Superintendent Huber stated that the District predominantly utilizes river water, and that through the years, the irrigation system has been damaged by debris causing approximately \$5,000 in repairs per year. Commissioner Mason stated that accumulating the total budget of \$125,000 over a 5 year period was not acceptable. Mason noted that loan interest rates are at an all time low and that the District should consider borrowing the necessary funds to replace the system this year.

Asst. Director Small stated that local banks are always eager to help and would offer the District favorable interest rates.

Commissioner Teboda asked how long it would take to replace the pumps and controls. Superintendent Huber replied that the pumps & controls would be replaced in the fall and would cost approximately \$125,000 while a new irrigation system would cost approximately \$400,000.

Asst. Director Small stated that the Enterprise Fund budget could be amended at any time and that the interest for the loan would be charged to that fund.

Director Capek suggested that Asst. Director Small research different loan rates and the effect it would have on the Capital and Enterprise funds.

Committees

President Volk asked the Board whether they were interested in establishing committees to discuss District issues at length. Director Capek stated that the process could facilitate the monthly study sessions and that the Board could meet with staff to discuss some District topics at greater length.

Commissioners Mason and Young stated that they were in favor of the idea. President Volk stated that he was interested in committee meetings during budget time. Commissioner Teboda suggested longer study sessions during budget discussions. Director Capek noted that all meetings would be published in order to meet the Open Meeting Act requirements.

Commissioner Hanson stated that she was interested in different workshops rather than longer study sessions.

It was agreed that as specific topics arose, additional meetings could be scheduled to address these topics prior to the regular Board meeting.

The study session ended at 7:19 p.m.

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Public Meeting

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

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Kevin Bock, Tom Boyce, Colleen Belmont, Roger Huber, Josephine Knoble, and Bill Ryder.

OTHERS PRESENT: None.

I. Meeting Called to Order

President Volk called the April 14, 2011 public meeting to order at 7:25 p.m.

II. Approval of Agenda

Commissioner Teboda made a motion to approve the April 14, 2011 agenda. Commissioner Young seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings

Commissioner Young made a motion to approve the March 10, 2011 study session and public meeting minutes. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

IV. Recognition of Full-Time Staff Anniversaries

President Volk congratulated and recognized Bill Ryder and Tom Boyce for 20 years of service.

Director Capek praised Ryder's service to the District. Capek stated that Ryder's business knowledge was an asset in managing the Sports & Recreation Center; she also praised his knowledge of sports.

President Volk also recognized Kevin Bock, Jane Holdridge, and Danny Slinkard for their 10 years of service.

Athletic Director Ryder praised Slinkard for his years of service and his work at the Sports & Recreation Center and the ball fields.

Golf Superintendent Huber explained that Holdridge was hired part-time, but her job evolved into a full time position. Throughout the years, she has been responsible for concessions and catering and currently manages the operation of the clubhouses.

Asst. Director Garrison thanked Tom Boyce for his service and explained that he had been a part of numerous renovations of parks and facilities throughout the District. The list of Boyce's accomplishments, Brad added, was immense.

Asst. Director Garrison also thanked Kevin Bock for his years of service and explained that Bock was responsible for all the flower gardens throughout the District. Bock, Garrison added, is also very

involved with the Master Gardner's Program and coordinates various volunteer organizations who give their service to the District.

V. Correspondence

President Volk noted that for the 16th consecutive year, the District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for its comprehensive annual financial report (CAFR). This certificate is the highest form of recognition in the area of governmental accounting and financial reporting.

President Volk and the Board thanked Asst. Director Small for all her work.

President Volk noted that the Board packet contained information on the 10th Annual IAPD Summer Golf Tour.

VI. Business from the Floor

There was none.

VII. Old Business

A. Approve Ordinance 11-01: Annual Budget and Appropriation Ordinance

Asst. Director Small noted that Ordinance 11-01 is a summary of the budget information discussed in the last few months. The Ordinance, once approved, will be filed with the County and will be available for viewing on the District's website.

Commissioner Young inquired why staff had increased the IT budget for the next five years. Asst. Director Small stated that the budget was for larger hardware purchases, such as servers, which the District would be upgrading every three years.

Commissioner Young asked about the number of servers currently being utilized by the District.

Small replied that the District utilized a total of 3 servers: one for remote locations, one for the internet and one for VSI and MSI. Small stated that the servers support six point-of-sale locations, touch screens, thin clients, laser printers etc. Small noted that Accounting Systems Manager Autumn Kelly receives specifications from VSI and TBC and researches to find hardware at lower cost.

Commissioner Young requested an inventory list of all District hardware. Small stated that she would e-mail the list to him.

Commissioner Teboda made a motion to approve Ordinance 11-01, the Annual Budget and Appropriation Ordinance. Commissioner Hanson seconded the motion and all members voted unanimously in favor during a roll call vote.

B. Approval Bids and Award Contract for Dresser Road Pathway Project

Asst. Director Garrison stated that bids for the Dresser Road pathway paving project were received and opened at the DeKalb County Highway Department on April 5, 2011. Garrison recommended the bid be awarded to Martin & Co who submitted the lowest bid of \$27,107.00.

Commissioner Young was concerned that the absence of a curb between the road and the pathway is unsafe as drivers turn left heading West onto Dresser Road. Asst. Director Garrison stated that the property owner was not in favor of constructing the pathway on their property; therefore, the pathway in that location was reduced to 6 feet. Commissioner Young inquired whether that area could be striped as a warning to drivers. Garrison replied that he would research options.

Commissioner Mason inquired whether the Kiwanis Club was still involved with funding of pathways. Asst. Director Garrison replied that the Kiwanis Club contributed \$20,000 towards the cost of the project.

Commissioner Young made a motion to approve the \$27,107.00 bid submitted by Martin & Co. for the Dresser Road pathway paving project. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

VIII. New Business

A. Approve Resolution #11-04: Establishing Procedures for the Recordings of Closed Sessions

Director Capek reviewed the procedures for the recording of closed session minutes and stated that executive session tapes could be discarded 18 months after their approval date. She noted that tapes of un-released board minutes could also be discarded after 18 months.

Commissioner Mason stated that he was in favor of the procedures.

Commissioner Teboda made a motion to approve Resolution #11-04, Establishing Procedures for the Recordings of Closed Sessions. 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 list of bills totaling \$76,494.33.

D. Budget/Actual Report

There were no questions.

X. Committee Reports

A. IAPD-Dave Mason

Commissioner Mason reported that the IAPD Distinguished Agency Committee met in April.

B. Ellwood House-Cindy Capek

Director Capek stated that the Ellwood House would be hosting an exhibit on different fabrics and that the Annual Meeting would be held on May 19 and will feature a speaker and desert.

C. Plan Commission- Mike Teboda

No report.

XI. Staff Reports

Director Capek noted that she had distributed information on the IAPD Board Member Boot Camp. Commissioner Hanson stated that she may be interested in attending. Director Capek noted that the Board should let her know of their interest and she will follow up with registration.

Asst. Director Garrison stated that the SRC indoor field, discussed at the last meeting, had been striped. Asst. Director Garrison also stated that he was in the process of preparing the specifications for the wall padding project; this process will take a few months.

Recreation Director Belmont stated that the District would be offering many new programs this summer and that a twilight egg hunt would be held at Katz Park this year for older kids. The annual egg hunt for the younger kids at Hopkins Park will also continue this year.

Asst. Director Garrison stated that staff was in the process of cleaning the parks and getting ready for the summer season. Park shelters opened for the season on April 1. The District retrofitted existing light fixtures at Haish Gym, Sports & Recreation Center, Buena Vista and River Heights and received an Energy grant to offset costs. The project cost approximately \$17,000, but the District will be reimbursed \$9,000. The District's payback should occur after one year.

Athletic Director Ryder stated that he met with volunteer softball/baseball coaches and will be holding a manager's meeting on Saturday, April 16. Ryder also reported that while participation in the youth basketball program was up, participation in the adult basketball program was down.

Golf Superintendent Huber stated that staff was working on preparing the golf courses and carts for the season. Also, the District had terminated their contract with Coca-Cola and entered into contract with Pepsi. The District has already received a \$4,000 check from Pepsi.

Huber also reported that numerous golf events were scheduled for the season.

Director Capek noted that the DeKalb Ag Association would be hiring a part-time gallery coordinator this fall and that Monsanto had provided a large donation for the program.

Capek also reported that the annual Scholarship Golf Outing would be held at River Heights on Friday, May 13.

XII. Move to Executive Session

At 8:26 p.m., Commissioner Teboda made a motion to adjourn into closed session for the purpose of discussing the semi-annual review of Executive Session Minutes, pursuant to Section 2(c) (21) of the Open Meetings Act. Commissioner Hanson seconded the motion and all members voted unanimously in favor during a roll call vote.

XIII. Reconvene Public Meeting

Commissioner Teboda made a motion to reconvene to the public meeting at 8:41 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

XIV. Approve Items Discussed in Closed Session

President Volk stated that the Board had moved into closed session for the purpose of discussing the semi-annual review of Executive Session Minutes.

Commissioner Teboda motioned to release the Executive Session minutes of 8/14/2008, 5/13/2010, 10/13/2010, and 2/6/2011, with no further action on any other minutes. Commissioner Mason seconded the motion and all members voted unanimously in favor during a roll call vote.

XV. Adjourn Public Meeting

Commissioner Teboda made a motion to adjourn the April 14, 2011 public meeting at 8:42 p.m. Commissioner Young seconded the motion and all members voted unanimously in favor.