

**DeKalb Park District
May 10, 2012
Study Session**

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

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

OTHERS PRESENT: Steve Halberg of Planning Resources Inc. and Tom Palansky of Stantec.

President Teboda called the May 10, 2012 study session to order at 6:00 p.m.

Chamber and Legislative Golf Outings

Director Capek reviewed the dates and times of the DeKalb Chamber and Legislative Golf Outings and asked that Board members email her if they were interested in participating.

Elected Officials Open Meeting Training

Director Capek reminded the Board that they needed to complete the elected officials open meeting training on-line. Commissioner Joan Berkes-Hanson and Commissioner Young were the only Board members that had completed the training thus far.

Athletic Program Evaluation (informational)

Director Capek asked if the Board had any questions regarding the evaluation of the 2011-2012 youth and adult basketball programs. The evaluation was included in the Board packet for review. The Board had no questions.

Other Discussion

Director Capek recommended canceling the May 17 special meeting to discuss the Aquatic Center and instead re-scheduling it for the July 12 study session. The Board was in agreement.

Park Master Plan Presentation

Director Capek introduced Steve Halberg of Planning Resources Inc. and Tom Palansky of Stantec. Mr. Palansky acknowledged being behind schedule with the Outdoor Parks & Recreation Open Space Master Plan, but stated that they were here to present the draft of findings.

Mr. Halberg gave a brief overview of all DeKalb Park District parks and outdoor areas and how he had categorized them into mini parks, neighborhood parks, community parks, open space parks, and special use parks.

Mr. Halberg noted that based on the NRPA open space standards of 10 acres per 1,000 people, the District exceeded the standard with 15.6 acres per 1,000 people.

In terms of park types, the District is deficient in mini parks and community parks but has a surplus of neighborhood parks.

President Teboda asked if Kiwanis Park was considered a neighborhood park. Halberg stated that due to its size, it was categorized as a community park.

Asst. Director Garrison asked what type of criteria was utilized to classify the parks. Halberg stated that the classification was mostly done by size and that parks greater than 15 acres in size were considered community parks.

There was discussion about open space facilities such as basketball courts, tennis courts, soccer fields, playgrounds, picnic shelters, etc. and the deficiencies and surpluses of these facilities.

Halberg specifically pointed out a deficiency in softball/baseball fields. Asst. Director Garrison stated that the adult softball/baseball program has decreased in size throughout the years and that supply meets demand. Garrison noted that different communities have different demands.

Commissioner Fontana asked about the District's smaller parks and why they were considered deficient. Halberg stated that many smaller sites were unusable because they could never be developed for recreational purposes, due to their size and location.

Commissioner Fontana suggested that the District look into expanding trails throughout the community and that the District investigate the possibility of entering into agreement with ComEd to develop trails under their electrical power grids. Fontana stated that those areas are maintained by ComEd and would be perfect for the development of trails.

Director Capek stated that the Open Space Master Plan provides an assessment of the District's parks and outdoor areas. Halberg also noted that the community survey results showed requests for additional winter activities such as cross country skiing and sledding areas. This information would be utilized as a guide and Halberg would be back with recommendations.

Halberg and Palansky thanked the Board for their time.

The study session ended at 7:30 p.m.

**DeKalb Park District
May 10, 2012
Public Meeting**

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

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

OTHERS PRESENT: None.

I. Meeting Called to Order

President Teboda called the May 10, 2012 public meeting to order at 7:35 p.m.

II. Approval of Agenda

Commissioner Fontana made a motion to approve the May 10, 2012 agenda. Commissioner Hanson seconded the motion.

Commissioner Mason requested discussion of day camps as well as open a discussion of a certain notification that appeared as his golf pass was swiped at the golf courses. The items were added as item F and item G under the *New Business* portion of the agenda.

The board voted in favor to amend the agenda.

III. Approve Minutes from Previous Meeting

A. Study Session and Public Meeting of April 12, 2012

Commissioner Mason made a motion to approve the study session and public meeting board minutes of April 12, 2012. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

B. Special Meeting, Golf Committee, of May 7, 2012

Commissioner Hanson made a motion to approve the May 7, 2012 Golf Committee minutes. Commissioner Mason seconded the motion and all members voted unanimously in favor.

Commissioner Mason encouraged the rest of the Board to attend those meetings.

IV. Correspondence

There was none.

V. Business from the Floor

There was none.

VI. Old Business

There was none.

VII. New Business

A. Election of Board Officers

President Teboda made a motion to appoint Joan Berkes Hanson as DeKalb Park District President. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

Commissioner Young made a motion to appoint Mike Teboda as DeKalb Park District Vice-President. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

Commissioner Mason made a motion to appoint Phil Young as DeKalb Park District Secretary. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

Commissioner Young made a motion to appoint Mario Fontana as DeKalb Park District Treasurer. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

Director Capek recommended the Board approve attorney Derke Price for legal services and Lisa Small and herself as KSRA representatives.

Commissioner Hanson made a motion to approve Derke Price, attorney with the firm of Ancel, Glink, Diamond, Bush, DiCianni, & Krafthefer, P.C. for legal services. Commissioner Mason seconded the motion and all members voted unanimously in favor.

Commissioner Hanson also made a motion to approve Cindy Capek and Lisa Small as KSRA representatives. Commissioner Mason seconded the motion and all members voted unanimously in favor.

B. Approve Ordinance 12-03: Transfer of Property

Director Capek noted that Ordinance 12-03 included transfer of property from the City of DeKalb to the DeKalb Park District. The ordinance included all the parcels that were provided in the Board packet.

Commissioner Fontana made a motion to approve Ordinance 12-03 requesting the transfer of property from the City of DeKalb to the DeKalb Park District. Commissioner Young seconded the motion and all members voted unanimously in favor.

C. Naming of Park Land Donation at 5th and Pine Streets

Director Capek stated that last fall the Board agreed to accept a donation of property located on 5th and Pine from Helen Yusunas. As part of the donation, Helen Yusunas requested that the property be preserved as a public park and be known as Yusunas Park.

Commissioner Hanson made a motion to approve the name of the park at 5th and Pine Street as Yusunas Park, in recognition of Helen Yusunas, who generously donated this land to the District. Commissioner Young seconded the motion and all members voted unanimously in favor.

Director Capek stated that Helen Yusunas had passed away this past April and that she had informed Helen's sister that Yusunas Park would be dedicated in early fall. Capek will inform Helen's sister of the dedication date as soon as it is scheduled.

D. Approval of Annie's Woods Bids for Playground Equipment

Asst. Director Garrison reported that a total of five bid packets were picked up for the Annie's Woods playground and that two bids were submitted for consideration. The bids were opened on May 8, 2012 at 3:01 pm.

The first bid received by GameTime did not match the products specified in the bid documents and staff did not consider the alternates to be acceptable for the project. The second bid received by Nutoys contained 7 Notes and based upon attorney review the bid was deemed as Not Responsive.

Asst. Director Garrison recommended that the two bids received for the Annie's Woods playground project be rejected and the project be re-bid.

The Board was in agreement.

E. Approval of Purchase over \$10,000

i. 24'x 24' shelter kit for Annie's Woods Project

Asst. Director Garrison reported that he obtained several quotes for the purchase of a shelter to be erected at Annie's Woods. Garrison recommended the board approve the quote of \$14,800 submitted by RCP Shelters, Inc.

Commissioner Hanson made a motion to approve the purchase of a shelter kit for the Annie's Woods Park re-development project in the amount of \$14,800. Commissioner Young seconded the motion and all members voted unanimously in favor.

F. Day Camp Discussion

Commissioner Mason presented Policy 6-12: Use of Park District Facilities and requested that the Board look into the possibility of adding day camp as a benefit for the children of full-time employees. Director Capek stated that the Board would have to look at registration numbers,

the cost to the District and impact on the program. She expressed her concern with regard to the impact on the program's budget and stated that she would invite Colleen Belmont, Program Director to next month's meeting.

G. Golf Course Notation

Commissioner Mason stated that when his golf pass is swiped at the golf course, a notation informs the clerk that he is a Board member. Director Capek stated that through the RecTrac software system, staff can add any form of message and/or request.

Commissioner Mason also asked for clarification in regards to Procedure Four: Use of Park District Programs and Facilities. The purpose was to make sure that staff was aware of elected officials and the appropriate fees to be charged. Commissioner Hanson stated that Director Capek had made changes to Procedure Four, as initially requested, anticipating it would be approved, but the changes were tabled at the last meeting and Procedure Four remains unchanged.

Director Capek stated that from this day forward she will specify when a document is a draft to avoid any future confusion.

VIII. 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 \$108,239.14.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Report

A. IAPD-Dave Mason

No report.

B. Ellwood House-Cindy Capek

Director Capek reported that the Ellwood House Association's annual meeting was held on April 24. Asst. Director Garrison noted that staff was working on preparing the grounds for the

Memorial Day celebration and that the ADA accessible project was in process at the Ellwood House.

C. Plan Commission

No report. The meeting was cancelled.

D. Other Discussion

Director Capek reported that the Scholarship Golf Outing was the following day and River Heights golf course and that the PDRMA Annual Report highlighted the District's training hours.

E. Staff Reports

There were none.

X. Adjourn Public Meeting

Commissioner Fontana made a motion to adjourn the May 10, 2012 public meeting at 8:35 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.