

**DeKalb Park District**  
**June 14, 2012**  
**Study Session**

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

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

**OTHERS PRESENT:** Gary Pingel of PHN Architects, Tom Palansky of Stantec, & DeKalb Park District Intern Marjorie Dorn.

President Hanson called the June 14, 2012 study session to order at 6:00 p.m.

**Presentation of the DeKalb Park District Outdoor Parks and Recreation Open Space and Master Plan**

Director Capek introduced Gary Pingel of PHN Architects who was present to review the audit of DeKalb Park District facilities and recommendations for improvements.

Pingel began with the assessment of the Sports and Recreation Center. Pingel recommended a number of repairs, but as first priority, stressed the importance of having a weather tight seal of the exterior of the building. General observations and cost to complete various repairs were also discussed.

Pingel noted that the Buena Vista Clubhouse was in good condition, but recommended that the grade elevations of the building reviewed. Other minor repairs and costs to complete the projects were also discussed.

Pingel then discussed the Ellwood House and noted that some of the wood trim areas were deteriorating and recommended that this be a priority for the District. Pingel also noted a few minor cosmetic issues with water stains to the walls and wall paper throughout the mansion. Overall, the building was in great condition and there were no issues identified with the mechanical systems of the building.

The River Heights Clubhouse was also in good condition. Pingel recommended a bi-annual inspection of the wood deck and also recommended that the drywall located in the basement/garage, and damaged by moisture, be replaced. It was also advised to replace the wall exhaust fan & grille.

Haish gym was also in good condition and it was recommended that all masonry opening steel lintels be cleaned. It was also recommended that the bleacher wheels be cleaned to eliminate the black marking on the gym floors. There was also discussion about the locker rooms and the feasibility of any type of renovation.

After assessing the Nehring Center, Pingel noted that it was top priority to seal the exposed surfaces of the wall construction that is above the roof line to stop water from entering the building. It was also recommended that all windows be replaced.

At Hopkins, there was discussion about addressing roof issues and the remodeling of the pool locker rooms. It was also recommended that the District plan to replace the A/C unit in the near future.

Lastly, at the Parks, Planning & Development building it was recommended that the deteriorated concrete block masonry wall be rebuilt. Also, it was discovered that water is coming in through the rooftop ventilation units along the ridge line.

All recommendations were given a priority time line and estimates based on outsourcing the work.

Tom Palansky of Stantec apologized and stated that unfortunately Steve Hadberg would not be able to attend the meeting. The discussion and recommendations on park improvements will be rescheduled for the next meeting.

Commissioner Hanson asked about the time line of priorities. Asst. Director Small stated that 1<sup>st</sup> Priority meant that the repair or improvement was recommended to be completed over the next 2 years, 2<sup>nd</sup> priority over the next 2 to 4 years, and 3<sup>rd</sup> & 4<sup>th</sup> priority beyond 5 years.

Director Capek noted that several recommendations have already been included on the 5-yr capital plan list.

Asst. Director Garrison stated that the replacement of the asphalt lot surfaces at Katz Park was estimated at \$40,000 in the report, but the actual cost was more likely to be approximately \$150,000.

Commissioner Teboda stated that park lighting issues, in his opinion, should be first priority.

Director Capek noted that the staff and board will be reviewing the recommendations as part of budget and capital planning this winter.

Capek stated that the final draft binders would be corrected for mistakes and made available for review in the next couple of weeks.

### **Chamber, IAPD and Legislative Golf Outings**

Director Capek reminded the Board of the Chamber, IAPD and Legislative Golf Outing dates and requested that the Board let her know if they were interested in attending.

**DeKalb Park District  
June 14, 2012  
Public Meeting**

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

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

**OTHERS PRESENT:** DeKalb Park District Intern Marjorie Dorn and Attorney Derke Price.

**I. Meeting Called to Order**

President Hanson called the June 14, 2012 public meeting to order at 7:00 p.m.

President Hanson thanked Mike Teboda for his leadership as President of the Board this past year.

**II. Approval of Agenda**

Commissioner Teboda made a motion to approve the June 14, 2012 agenda. Commissioner Young seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meeting**

**A. Study Session and Public Meeting of May 10, 2012**

Commissioner Mason made a motion to approve the study session and public meeting board minutes of May 10, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

President Hanson acknowledged the letter from the City of DeKalb thanking Asst. Director Brad Garrison and the Parks, Planning & Development department for their help with the Memorial Day preparations of the grounds at the Ellwood House.

The board discussed a second letter from Alexander Wagner requesting the use of the Hopkins band shell on August 30<sup>th</sup> through September 1<sup>st</sup> for filming. Wagner, a student filmmaker from Genoa, would supervise the project.

The Board was in agreement, but requested that a certificate of insurance be provided.

Director Capek noted that a third letter was not received in time to be included in the Board packet. Cassie and Troy Oltman who currently own and operate a popcorn stand in Sycamore

were requesting permission to open a similar semi-permanent trailer stand at the corner of 1<sup>st</sup> and Lincoln Highway in Memorial Park.

Commissioner Teboda stated that he was not in favor because the Board would be setting a precedent.

After some discussion, the Board decided to decline the request. The Board has had several similar requests in the past from vendors requesting to sell food in various District parks which they also declined. The Board requested Director Capek to follow upon the request.

## **V. Business from the Floor**

### **A. Introduction of Attorney Derke Price, Ancel Glink**

President Hanson introduced Park District attorney Derke Price to new Commissioner Mario Fontana.

Price thanked the Board for having him and stated that he likes to visit his clients at least once a year in order to answer any questions.

Director Capek stated that several months ago she attended a training program offered by Ancel Glink which covered a variety of issues, including policies on discipline and grievance. During that training it was advised that Park District Boards not be involved in personnel decisions for the District and in employee grievance. This function is part of the Executive Director's job description and responsibility.

Capek noted that she reviewed the District's disciplinary and grievance policies and was recommending approval of the revisions. The recommended changes were also reviewed by our attorney.

Commissioner Young expressed that he was not in agreement that staff had no other recourse in case of an unfair dismissal or practices by the Executive Director.

Price replied that District Boards should not be formal Boards of Appeal, however, the Board is not powerless and has the power to discipline or remove the Director from his/her position.

Director Capek noted that it was important to go through the proper channel of commands.

Price also noted that it was also the Executive Director's responsibility to keep the Board informed of any personnel issues affecting the District.

Director Capek stated she was very happy with the firm and stated that the staff at Ancel, Glink are experienced and knowledgeable and always provide wonderful service and assistance.

Derke Price thanked Capek and the Board.

Director Capek introduced DeKalb Park District Intern Marjorie Dorn. Dorn will be with the District for 12 weeks and has been busy working in various departments.

## **VI. Old Business**

### **A. Personnel Policy 6-12: Use of Park District Facilities and Programs**

Director Capek stated that at the May meeting, Commissioner Mason asked that the Board review employee benefits with regard to summer day camps. The summer day camp program is currently excluded as a benefit to staff members.

Director Capek reviewed the information she provided regarding enrollment, staff ratios, scholarships, and fees.

Commissioner Mason inquired about seasonal employee benefits. Currently, seasonal employees may be issued the use of a Gold Card for golf or swim. Only one Gold Card per week per employee is allowed and such benefit is dependent on good job performance.

There was a lot of discussion in regards to employee benefits, benefits not being the same across the board, ways to enforce the policy, and possible changes to the policy.

Commissioner Teboda was not in favor of changing the policy in mid-season. He felt that there were numerous dedicated and reliable seasonal employees that the District has counted on throughout the years who would be disappointed if certain benefits were eliminated.

President Hanson stated that benefits should be the same across the Board with no exceptions.

President Hanson recommended keeping the policy as is for the remainder of the season and enforcing the policy as it appears in the personnel handbook because that is what the Board approved. President Hanson asked if the Board wanted to change the policy. There was no interest to change the policy at the June meeting. She noted that the Board could further discuss the matter in November.

## **VII. New Business**

### **A. Approve Revisions to Personnel Policy 3-23: Grievance Procedures**

Commissioner Mason made a motion to approve revisions to Personnel Policy 3-23. Commissioner Teboda seconded the motion. Commissioner Young abstained from the vote. All other members voted unanimously in favor.

### **B. Approve Revisions to Personnel Policy 3-19: Policy on Disciplinary Procedures**

Commissioner Teboda made a motion to approve Personnel Policy 3-19: Policy on Disciplinary Procedures. Commissioner Mason seconded the motion. Commissioner Young abstained from the vote. All other members voted unanimously in favor.

**C. Approve Ordinance 12-04: Prevailing Wage Ordinance**

Commissioner Teboda made a motion to approve Ordinance 12-04, an Ordinance adopting Prevailing Wage Rates. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

**D. Approval Resolution 12-05: Transfer of Funds from Recreation Fund to General Fund**

Asst. Director Small noted that the transfer is completed every year. The General Fund provides services to the Recreation Fund and the Recreation Fund had adequate fund balance to transfer.

Commissioner Young made a motion to approve Resolution 12-05 for the Transfer of \$187,000 from the Recreation Fund to the General Fund for fiscal year March 1, 2011 to February 29, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**E. Approve Resolution 12-06: Transfer of Funds to the IMRF Fund from the General Fund**

Asst. Director Small stated that the District has made significant progress with the deficit IMRF fund balance.

Commissioner Teboda made a motion to approve Resolution 12-06 for the transfer of \$10,000 from the General Fund to the IMRF Fund for the fiscal year March 1, 2011 to February 29, 2012. the Commissioner Young seconded the motion and all members voted unanimously in favor.

**F. Approve Resolution 12-07: Transfer of Funds From General Fund to Debt Service Fund**

Asst. Director Small noted that the transfer was made in order to make the second interest payment on the alternate bond for the Sports & Recreation Center.

Commissioner Mason made a motion to approve Resolution 12-07 for the transfer of \$60,000 from the General Fund to the Debt Service Fund for fiscal year March 1, 2011 to February 29, 2012. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

**G. Approve Intergovernmental Agreement between the DeKalb Park District and City of DeKalb regarding the League of Women Voter's Park**

Director Capek stated that the Intergovernmental Agreement between the DeKalb Park District and City of DeKalb was in regards to sewer and storm structures in the League of Women Voter's Park.

Commissioner Fontana made a motion to approve the Intergovernmental Agreement between the DeKalb Park District and the City of DeKalb regarding the League of Women Voters Park. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**H. Approve Property Tax Abatement Request for Right Pointe Project at 2754 Wagner Court**

Director Capek recommended the Board approve a request for a five year Property Tax Abatement for the Right Pointe Company located at 2754 Wagner Court, a manufacturer of products for the concrete and asphalt industry.

Commissioner Young made a motion to support the Property tax Abatement request from the Right Pointe Company for the project to be located at 2754 Wagner Court in DeKalb. Commissioner Mason seconded the motion and all members voted unanimously in favor.

**I. Adopt the DeKalb Park District Outdoor Parks and Recreation Open Space and Master Plan**

Commissioner Fontana made a motion to table the DeKalb Park District Outdoor Parks and Recreation Open Space and Master Plan until the July Board meeting. Commissioner Mason seconded the motion and all members voted unanimously in favor.

**J. Approval of Purchases over \$10,000**

**i. Approve bids for Annie's Woods Playground**

Asst. Director Garrison stated that a total of 4 plan holders received bid packets for the Annie's Woods Playground project. One bid was received from Nutoys Leisure Products Inc. and opened on June 13, 2012 at 3:01 p.m. Garrison recommended approval of the Nutoys bid of \$75,558.00.

Commissioner Teboda made a motion to approve the bid of \$75,558.00 from Nutoys Leisure Products for the purchase of playground equipment for Annie's Woods Park. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

**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 \$147,725.29.

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

There were no questions.

## **IX. Committee and Staff Report**

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

Commissioner Mason stated that he had a conflict with the regular scheduled August Board meeting date and requested if the Board would be in favor of looking at other times. The Board tentatively moved the date of the meeting to Thursday, August 16.

### **B. Ellwood House-Cindy Capek**

No report.

### **C. Plan Commission**

No report.

### **D. Staff Reports**

Asst. Director Small noted that the District had successfully completed an audit with two new auditors from Sikich.

## **X. Adjourn Public Meeting**

Commissioner Fontana made a motion to adjourn the June 14, 2012 public meeting at 8:55 p.m. Commissioner Mason seconded the motion and all members voted unanimously in favor.