

**DeKalb Park District  
July 12, 2012  
Study Session**

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

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

**OTHERS PRESENT:** Steve Halberg of Planning Resources Inc.

President Hanson called the July 12, 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**

Steve Halberg apologized for not attending the June meeting and stated that he would begin by summarizing the findings and recommendations following an analysis of district parks, trails, and facilities.

It was noted that the district owns approximately 680 acres of land. This equates to approximately 15.5 acres per 1,000 population, exceeding the National Recreation and Association (NRPA) standard of 10 acres per 1,000. With the exclusion of leased properties and natural areas the number of district acres still exceeds the NRPA standard at 11 acres per 1,000 population.

Halberg noted that the Land/Cash Ordinance has been helpful in keeping the parks acreage in line with the NRPA standard.

Halberg stated that the district's deficiencies and surpluses in recreation facilities was determined by comparing the district's recreation inventory to the facility standards developed by NRPA and the Illinois Department of Natural Resources. Halberg noted that having a listing of facilities will assist the district when applying for OSLAD grants since OSLAD compares the listing of facilities to these standards when making funding decisions.

Halberg listed the deficiencies and surpluses. The Board noted that in many cases the district was meeting the demand of the community, even though the formula found the district deficient in that category. This was because other entities such as the School District and NIU also provide public recreation facilities.

Halberg recommended that the district acquire additional land near existing parks for the development of larger community parks and to expand certain type of recreation facilities. Also, Halberg suggested that the shelters at Rotary and Liberty Park could be made available for rent if demand increased.

The list of top ten activities identified and ranked by the focus group were as follows:

1. Swimming pool
2. Park & facility maintenance
3. Trail expansions
4. Park & security lighting
5. Open space passive parks
6. Golf course cart paths
7. Recreation Center
8. Sledding opportunities
9. Restrooms in parks
10. Neighborhood playgrounds

Halberg spoke about the need to connect trails and pathways.

Commissioner Fontana recommended that the district work with Commonwealth Edison in order to expand the path way system from DeKalb to Sycamore. Director Capek noted that staff was working with DSTATS to expand trail signage throughout the community.

Halberg recommended that the district be aware of new recreational trends or activities that may appeal to residents. He further stated that these new recommendations be weighed against the priorities already established by the district.

Halberg summarized the recommendation as follows:

- Monitor the needs, interests and demographics of the community when considering facility expansion or development
- Priority should be placed on park connectivity via trails as well as expansion of trails
- Park maintenance and infrastructure is important to residents
- Replace Hopkins Pool
- Introduce sustainable practices in all operations
- Pursue opportunities for the development of a community park & expand land holdings
- Expand winter recreation facilities and activities
- Complete recommendations outlined in the District's ADA Study

Lastly, Halberg summarized the prioritization of capital projects per park and the associated costs for first priority, short-term priority, and long-term priority improvements. The total cost for capital improvements at all parks was estimated at \$2.6 million.

Capek noted that due to cost and limited funds, capital improvements will need to be prioritized. The Board and staff will also need to consider the current 5-year capital projects plan as well as the ADA transition plan.

The Board thanked Steve Halberg.

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

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

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

**OTHERS PRESENT:** None.

**I. Meeting Called to Order**

President Hanson called the July 12, 2012 public meeting to order at 7:08 p.m. and recommended Commissioner Teboda as acting Secretary since Commissioner Young was not present. The board was in agreement.

**II. Approval of Agenda**

Commissioner Mason made a motion to approve the July 12, 2012 agenda. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meeting**

**A. Study Session and Public Meeting of June 14, 2012**

Commissioner Teboda made a motion to approve the study session and public board meeting minutes of June 14, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

Commissioner Mason asked about Asst. Director Garrison's comment on page 2 of the June 14, 2012 study session minutes regarding repaving of the parking lot at Katz Park.

Asst. Director Garrison stated that the \$40,000 estimate as noted in the Outdoor Parks & Recreation Open Space and Master Plan was not accurate.

Garrison stated that the district has a paving schedule and that \$150,000 was a more accurate figure.

**B. Minutes of Golf Committee Meeting of June 4, 2012**

Commissioner Teboda made a motion to approve the June 4, 2012 golf committee minutes. Commissioner Mason seconded the motion and all members voted unanimously in favor.

#### **IV. Correspondence**

The Board reviewed a letter from Cliff Golden the Scoutmaster of Troop 33, seeking permission to operate concessions at Kiwanis Park during AYSO soccer games during the 2012 season. He also requested special permission for an overnight permit from Friday, August 17 through Sunday, August 19, in order to offer an educational program in Native American culture.

Capek noted that Troop 33 has operated concessions at the AYSO games for several seasons and stated that, as in the past, they would have to obtain the necessary permits from the DeKalb County Health Department & City of DeKalb and provide a Certificate of Insurance.

The Board was in agreement.

The Board also read a letter from 7 year old resident Mackenzie Carter complementing the pool facility, lifeguards & managers.

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

There was none.

#### **VI. Old Business**

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

President Hanson asked whether, at this time, the Board had any suggestions in regards to changes to Personnel Policy 6-12.

President Teboda suggested the possibility of rewarding part-time/seasonal employees who have been with the district for three or more years with a platinum card for golf and swim.

Commissioner Mason stated that, in his opinion, employees at all departments should be able to utilize all facilities regardless of where in the district they work.

President Hanson noted that last month the Board decided to stay with the policy until further discussion.

Commissioner Fontana suggested that all part-time/seasonal employees be given a discount across the board.

After much discussion the Board decided to keep the policy as is for the remainder of the season and to re-visit the issue in November.

##### **B. Adoption of the DeKalb Park District Outdoor Parks and Recreation Open Space master Plan**

Commissioner Fontana made a motion to adopt the DeKalb Park District Outdoor Parks and Recreation Open Space Master Plan as presented on July 12, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

## **VII. New Business**

### **A. Approve Revisions to Park Board Policy**

Director Capek stated that while working on the district's application to receive accreditation by the IAPD/IPRA Joint Distinguished Park and Recreation Accreditation Committee she discovered some deficiencies in several procedural areas in the Board policy manual.

The proposed additions to the General Operation Procedures section of the Boards Policy Manual were: new sections on Volunteers, Economy of Resources, Succession Procedures, Citizen Input, Bond Rating, Revenue Policy and revisions to the Environmental Policy. Capek reviewed the proposed additions.

Commissioner Mason made a motion to approve the revisions to the Park Board Policy manual. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

## **VIII. Financial Reports**

### **A. Cash & Investment**

Commissioner Fontana questioned the interest on the district's CD investment. He felt the interest on the total CD was a bit low. Director Capek stated that she would check with Asst. Director Small and ask her to inform Commissioner Fontana on the interest rate.

### **B. Purchase Orders**

There were no questions.

### **C. Invoices**

The Board reviewed and approved the total list of bills totaling \$157,835.96.

### **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 noted that the Ellwood House would be receiving \$75,000 a year in TIF funds from the City of DeKalb for the next five years for use in capital improvements.

Capek also reported that the Ellwood Art Fest was held on Sunday, July 1 and that forty artists attended the festival. Unfortunately, in the middle of the event a heavy storm resulted in twenty artists leaving.

### **C. Plan Commission**

Director Capek reported that she attended the Planning Commission on behalf of the Ellwood House regarding the Nehring house and a request for a variance on parking.

### **D. Staff Reports**

There were none.

### **X. Adjourn Public Meeting to go into Executive Session for the purpose of semi-annual review of Closed Session minutes according to Section 2(c) (21) of the Illinois Open Meetings Act**

At 8:10 p.m., Commissioner Mason made a motion to move into Executive Session for the purpose of discussing matters pursuant to the Illinois Open Meetings Act, Semi-Annual Review of Closed Session Minutes, section 2 (C) (21). Commissioner Teboda seconded the motion and all members voted unanimously in favor.

### **XI. Reconvene Public Meeting to Approve the Release of Executive Session Minutes**

Commissioner Fontana made a motion to reconvene the public meeting at 8:20 p.m. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

President Hanson stated that the Board met in Executive Session for the Semi-Annual Review of Closed Session minutes.

Commissioner Fontana made a motion to release the Executive Session minutes of December 15, 2011, February 9, 2012, and March 22, 2012. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

### **XII. Adjourn Public Meeting**

Commissioner Mason made a motion to adjourn the July 12, 2012 public meeting at 8:21 p.m. Commissioner Fontana seconded the motion and all members voted unanimously in favor.