

**DeKalb Park District**  
**July 14, 2011**  
**Study Session**

**BOARD MEMBERS PRESENT:** President Mike Teboda and Commissioners Joan Berkes Hanson and Phil Young. Commissioner Dave Mason and Matt Volk were absent.

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

**OTHERS PRESENT:** None.

President Teboda called the July 14, 2011 study session to order at 6:30 p.m.

**Amendments to the Park Board Procedures**

Director Capek commented on the proposed change in the Park Board Procedures Section 3.01, Election and Term of Office to eliminate the last paragraph which currently limits a commissioner from holding the same office for more than two consecutive years. After some discussion, it was agreed that this should remain in the Park Board Procedures and that if there were concerns in the future it would be addressed at that time.

**Amendments to the Park Code**

It was noted that the suggested amendments were distributed to the Board for review several weeks ago. The amendments as presented were based on IAPD's Model Ordinances as well as the new policies required under the ADA.

Commissioner Berkes Hanson stated that she had some concerns with regard to the section on Commercial Photography since it is not unusual for individuals to take photos in parks.

Director Capek explained that the focus was on using the parks for photos, movies or video's when a commercial company might be disruptive to the park or using the park for profit. The suggested addition on Commercial Photography was modified to clarify the intent of this item.

Commissioner Young asked if bikes were permitted at the skate park since the current code prohibited bikes. Asst. Director Garrison noted that they were. This section will be removed from the code.

There were no other comments.

**Kish Fest Request**

The Board reviewed the request by Michael Embrey for the use of the band shell for Kish Fest. They were in agreement with the request.

**Corn Fest Request**

The Board reviewed the letter of request from Lisa Wilcox, detailing the Park District's involvement with Corn Fest. Commissioner Young inquired about the financial impact to the District. Asst. Director Garrison noted that it took several days of staff time and generally cost the District about \$4-5,000 in man hours. The Board felt that this was reasonable given the fact that Corn Fest is a community wide event. It was noted that the Park District will be mentioned in all promotion and sponsorship material.

### **Recreation Program Evaluations**

The evaluations for the winter-spring recreation programs were distributed. Director Capek noted that the staff will provide comparison detail with future evaluations. Commissioner Berkes Hanson inquired about the overall attendance in the activities and Commissioner Young commented on the promotion of the programs.

The Study Session ended at 7:13 p.m.

**DeKalb Park District  
July 14, 2011  
Public Meeting**

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

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

**OTHERS PRESENT:** None.

**I. Meeting Called to Order**

President Teboda called the July 14, 2011 public meeting to order at 7:15 p.m.

**II. Approval of Agenda**

Commissioner Berkes Hanson motioned that the agenda be amended under New Business to include Board Correspondence. Commissioner Young seconded the motion and all members voted unanimously in favor.

Commissioner Berkes Hanson made a motion to approve the amended agenda of July 14, 2011. 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 June 9, 2011 study session and public meeting board minutes. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

Board President Mike Teboda read a letter from Commissioner Matt Volk stating that he was resigning from the DeKalb Park Board of Commissioners effective immediately for personal reasons. He expressed his appreciation to the Board and staff.

**V. Business from the Floor**

There was none.

**VI. Old Business**

**A. Approve Contract with Bonestroo for Master Plan Services**

Director Capek noted that the Contract had been reviewed by our attorney and that the District and Bonestroo were in agreement on the scope of work. The contract was also within the dollar amount that was budgeted for the project.

Commissioner Berkes Hanson moved to approve the professional services contract with Bonestroo for the development of an Outdoor Parks and Recreation Master Plan for the DeKalb Park District in the amount of \$39,500.

Commissioner Hanson replied yes to a roll call vote.

Commissioner Young replied yes to a roll call vote.

President Teboda replied yes to a roll call vote.

Commissioner Mason was absent.

Commissioner Volk was absent.

## **VII. New Business**

### **A. Approve Amendment to Park Board Procedures**

It was discussed in study session that no action was needed to amend the Park Board Procedures.

### **B. Approve Amendments to Ordinance 07-10: Park Code**

The Amendments were discussed in study session and agreed upon with some minor modifications.

Commissioner Young made a motion to approve Amendments to Ordinance 07-10 of the Park Code as agreed upon in the Board study session of July 14, 2011. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor.

### **C. Approve Corn Fest Request**

Commissioner Berkes Hanson made a motion to approve the requests by the DeKalb Corn Fest, Inc. as outlined in the letter from Lisa Wilcox.

Commissioner Young seconded the motion and all members voted unanimously in favor.

### **D. Approve Kish Fest Request**

Commissioner Young moved to approve the request from Michael Embrey for the use of the band shell on July 24, 27, and 28 for Kishwaukee Fest. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor.

### **E. Letter of Resignation**

Commissioner Berkes Hanson moved to accept the letter of resignation form Commissioner J. Matt Volk from the DeKalb Park District Board effective immediately. Commissioner Young seconded the motion and all members voted unanimously in favor.

The Board will discuss filling the vacancy created by the resignation at the August meeting.

## **F. Appointment of Interim Park Board Treasurer**

Commissioner Young motioned to appoint Commissioner Joan Berkes Hanson as Interim Treasurer for the DeKalb Park District Board. President Teboda 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**

Commissioner Young asked about the invoice for ProActive IT services. He would like more detail on the work performed. Director Capek stated that Assistant Director Small has these details and she will request that they be made available to Commissioner Young.

Commissioner Teboda inquired about the invoice to the District for insurance. Director Capek noted that we are invoiced twice a year and that the bill was for liability as well as workman's compensation coverage.

The list of bills totaling \$205,638.69 was approved.

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

There were no questions.

## **IX. Committee and Staff Reports**

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

No report, Commissioner Mason was absent.

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

Director Capek noted that the new exhibit "Threads of Tradition" will open on Friday, July 15 with a reception from 5-8pm. In addition there were approximately 50 vendors participating in the annual Art Fair on July 3<sup>rd</sup>. The Association is planning for the Ice Cream Social and Wine on the Terrace.

**C. Plan Commission- Mike Teboda**

No report, the meeting was cancelled.

**D. Staff Reports**

Asst. Director Garrison reported that the matting project at Sports and Recreation Center is underway; the walls have been prepped and the material ordered.

**X. Adjourned Public Meeting**

At 8:00 p.m. Commissioner Young made a motion to adjourn the July 14, 2011 public meeting. Commissioner Berkes Hanson seconded the motion and all members voted unanimously in favor.