

**DeKalb Park District
August 11, 2011
Study Session**

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

STAFF MEMBERS PRESENT: Director Cindy Capek and Asst. Directors Brad Garrison and Lisa Small.

OTHERS PRESENT: Steve Halberg, Bonestroo.

President Teboda called the August 11, 2011 study session to order at 5:36 p.m.

Master Plan Workshop

Steve Halberg of Bonestroo introduced the format of the workshops. He started by asking the Park Board how well, in their opinion, the District fulfill its mission, what specific priorities the District should focus on immediately, what the challenges facing the District are, and what important actions the District hopes to achieve through the master planning process.

Halberg noted the Board's comments and responses and mentioned that they would be incorporated into the master plan document.

Halberg thanked the Board for their time. The Master Plan workshop session ended at 7:00 p.m.

**DeKalb Park District
August 11, 2011
Public Meeting**

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

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small.

OTHERS PRESENT: Sharon Ashley.

I. Meeting Called to Order

President Teboda called the August 11, 2011 public meeting to order at 7:04 p.m.

II. Approval of Agenda

Commissioner Hanson made a motion to approve the August 11, 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 July 14, 2011 study session and public meeting board minutes. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Director Capek stated that she received an e-mail from Troy Walker requesting that the Board consider waiving the Hopkins Shelter house fee for Friday, September 2 in order to host a U.S. Marine's homecoming with military escort.

The Board approved the request and Director Capek stated she would contact Mr. Walker regarding the shelter contract.

V. Business from the Floor

Sharon Ashley asked the Board whether there is an open gym or other free space in the Park District for her to utilize in order to host an organized play group for children.

Commissioner Mason asked about the time of day. Ashley replied that mornings would work best.

President Teboda asked about the approximate room size she would need. Ashley replied that she would need an area that could accommodate 5-15 kids. Director Capek indicated she would set up a meeting with Sharon Ashley and Colleen Belmont, Program Director, to explore the request.

Commissioner Mason relayed that Gordon Melms, a Buena Vista pass holder, was requesting a refund on his golf pass. The pass has not been used due to his recent back surgery.

Director Capek noted that District policy allows for a complete refund due to medical reasons and that Mr. Melms will need to contact the administration office and submit a refund request.

Commissioner Mason also inquired whether Buena Vista has a weather alert system to inform golfers of severe weather.

Director Capek noted that staff utilized the internet and internal communication regarding severe weather. In the event of a storm, golfers are also advised to return to the clubhouse by the starter.

VI. Old Business

A. Property at Pine & Fifth Street

Director Capek summarized a request from a property owner to erect a fence along her property. In addition, the property owner was interested in gifting her property to the District. She explained that there would be no provisions or restrictions attached to the donation.

Director Capek described the lot as a passive park that would provide a bit of green space for that area.

Commissioner Young asked about the condition of the property. Director Capek replied that the District will review the history of the property.

The Board was in favor of proceeding as outlined by Director Capek.

VII. New Business

A. Approve Moveable Soccer Goal Safety Act

President Teboda asked if District staff was currently following the policy. Director Capek replied that the District has already been complying for two years, but that the formal adoption of the policy is now required by law. Also, the District will communicate the policy to all user groups. Director Capek further informed the Board that informational safety stickers had been affixed to all soccer goals.

Commissioner Mason made a motion to approve the Moveable Soccer Goal Safety Policy for the DeKalb Park District. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

B. Castle Challenge Representative for September 9

Director Capek asked the Board who might be available to represent the Park District on the field for the Castle Challenge. President Teboda stated that he was not available.

Commissioners Phil Young, Dave Mason and Joan Berkes Hanson will check their schedules in order to determine who will represent the District at the September 9 Castle Challenge.

C. Budget Planning Schedule

Director Capek presented a tentative budget planning schedule to prepare for the FY2013 Budget. Additional meetings have been included to allow in depth discussions prior to the budget presentation. The Board was in agreement with the schedule.

D. AYSO Concession Request

President Teboda stated that a letter was received by Cliff Golden, Boy Scout Troop 33, requesting permission to operate a concessions stand for the upcoming AYSO season. Troop 33 has been operating a concession stand at the AYSO games for several years.

Commissioner Young made a motion to approve the request from Troop 33 to provide concessions for the 2011 AYSO season with the understanding that the Troup will secure the necessary permits from the health department. Commissioner Mason 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 inquired about a voucher to Northern Illinois Communication in the amount of \$2,567.05. Director Capek replied that the invoice was for a surveillance camera installed in the clubhouse at the River Heights.

Commissioner Young also inquired about a voucher to TBC, Inc. Assistant Director Small stated that the bill was for service hours.

Commissioner Hanson inquired about Ozzie's Greenhouse. Assistant Director Small stated that they were a vendor that had provided flowers and greenery for River Heights and Buena Vista.

The Board reviewed and approved the list of bills totaling \$175,412.44.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Reports

A. IAPD-Dave Mason

Commissioner Mason requested that the Board receive a draft copy of the program brochure prior to it being printed. He clarified that he is looking for advance input into the programs that are being offered. Director Capek noted that staff will provide a list of new programs each season.

Commissioner Mason asked Assistant Director Garrison if there was a need to so many handicapped parking spaces at River Heights. Garrison responded that the number of spaces is determined by law as a ration of regular spaces to handicapped spaces.

B. Ellwood House-Brad Garrison

Assistant Director Garrison reported on the endowment funds of \$1.2 million and noted that the Ellwood House audit report would soon be available.

He also noted that the Association was investigating options regarding Shirley Nehring's property.

Director Capek reported that the ice-cream social was well attended.

C. Plan Commission- Mike Teboda

Commissioner Teboda reported that the Plan Commission meeting was cancelled.

D. Staff Reports

Asst. Director Garrison reported on the Park, Planning & Development Department activities at Prather Park and the Dresser Road Pathway.

Commissioner Young asked about the pathway through the Katz Park parking lot. Garrison replied that it will be striped.

X. Move to Closed Session for the Purpose of the Board discussing matters pursuant to the Illinois Open Meetings Act

At 8:06 p.m. Commissioner Young made a motion to adjourn into closed session. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

XI. Reconvene Public Meeting

At 9:46 p.m. President Teboda stated that the Board had met in Executive Session and no action was being recommended.

XII. Adjourn Public Meeting

Commissioner Young moved to adjourn the public meeting at 9:48 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.