

**DeKalb Park District  
October 11, 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. Directors Brad Garrison and Lisa Small, Roger Huber, Josephine Knoble, and Bill Ryder.

**OTHERS PRESENT:** Dag Grada, Connie Holliday, Dean Holliday, Irina Hristova, and Bronzella Cleveland.

President Joan Berkes Hanson called the October 11, 2012 study session to order at 6:00 p.m.

**Hopkins Pool Discussion**

Director Capek stated that at the September Board Meeting she had discussed the Hopkins Aquatic Center with President Hanson and attending Commissioners Mason and Young. Given the importance of this item, she and President Hanson felt it should be discussed with the entire Board at the October Study Session.

Director Capek expressed that she felt a responsibility to the community to plan for the replacement of the Hopkins Pool. She noted that the pool was currently 38 years old and that the average life span of a pool was typically between 35-40 years.

Director Capek reported that the average daily attendance was approximately 500 throughout any given day. Last season the pool experienced 16 days with attendance between 501-700 and 14 days with attendance of 701-999. These figures reflect individuals coming and leaving at different times of the day. The current bather capacity of Hopkins is 1,400. However, current and past data demonstrates that a pool of this size is not necessary. The revised schematic plan for a new pool in the current footprint is for approximately 800 patrons with an estimated budget of six million dollars.

Capek explained that it has been documented in the facility audit that the pool has numerous issues. The community supports the project, but could not afford the expenses of another referendum. She also noted that interest rates were favorable and that the Board needs to make a decision before the pool fails and the community is left without an outdoor aquatic facility.

Commissioner Teboda asked when construction could begin if the project was approved that evening. Capek stated that the project could begin as early as August 2014. Staff could shorten the 2014 pool season to begin the project in early August.

Commissioner Mason asked about the District's options if the current aquatic center failed. Other park districts utilize other pools in their community. The District could approach Northern

Illinois University or the YMCA which are indoor facilities to explore whether or not use of their pools was feasible.

Capek noted that if the project was approved the District would have to use part of its bond to pay the pool debt as well as limit and/or prioritize capital projects.

President Hanson noted that a number of capital projects, as listed in the 5-year Capital Projects Plan, would not be eliminated, but postponed until the Sports and Recreation Center was paid off in 2019. Hanson also noted that as stated in the Potential Funding worksheet, the District would only pay the interest portion on the \$6 million bond until the Sports and Recreation Center was paid off.

Commissioner Teboda stated that the community has had an outdoor pool for 75 years and was in agreement with the project. Capek noted that it would take over a year to prepare architectural drawings, receive necessary permits, as well as bidding the project. Therefore, it was necessary to make a decision as soon as possible.

Commissioner Mason inquired about the last Sports and Recreation Center debt payment. Asst. Director Small stated that the last payment would occur on February 1, 2019.

The Board had questions about the Potential Funding spreadsheet. Asst. Director Small explained that the Debt Service Extension Base (DSEB) column indicates how much the District is allowed to levy. The Availability column indicates how much money is available after the SRC debt payment is made. The Debt Service Extension Base (DSEB) for Capital Expenditures (CapEx) is the figure that would be left over from the entire bond to be utilized on capital project expenditures for the entire district. Small noted that currently the district is spending \$800,000 each fiscal year on capital expenditures and that number would be reduced to \$300,000 with the pool debt.

Commissioner Young inquired about the timing and interest rates. Commissioner Fontana commented that the timing was right and felt it was the correct time to move forward with the Aquatic Center project.

Commissioner Mason provided the Board with information from the Illinois General Assembly explaining the criteria utilized to compute the bather load of a swimming pool. He also provided a letter from Jeff Nehila, Executive Director of the Grayslake Community Park District, offering information on bather load formulas and other to consider when making that decision.

Director Mason stated that in his opinion a bather load of 800 was too small to accommodate the DeKalb and surrounding communities.

President Hanson commented that a new facility could attract additional interest and need to take that into consideration when determining the bather load of the new Aquatic Center.

President Hanson stated that staff needed board consensus to move forward with the project.

The board was in agreement to move forward with building a new Aquatic Center Facility.

President Hanson requested that staff also provide recommendations on capital projects and how they would be prioritized with the upcoming pool project.

### **Policy on Endorsements**

Director Capek explained that she spoke with District attorney Derke Price on policies with regards to endorsement for vendors or services. He was unaware of such a policy, but recommended that if the District were to implement such a policy that it included language in all contracts stating that the District's name or project could not be utilized without permission.

Capek stated that the Board packet included Commissioner Young's recommendation of receiving gifts from vendors, 3-22 Policy on Gifts and proposed 3-29 Policy on Endorsements. This policy explains that District staff and elected officials should not provide written or verbal endorsements for a vendor or professional service provide that may be made public. Also, the use of DeKalb Park District's name or project by a vendor or professional service provider in any form of promotional material much be approved by the DeKalb Park District Board of Commissioners.

### **Revised Schedule of Budget Meeting Dates**

The Board discussed possible revisions to the budget planning schedule.

### **Recreation and Athletic Program Evaluations (Informational only)**

There were no questions or comments.

**DeKalb Park District  
October 11, 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. Directors Brad Garrison and Lisa Small, Roger Huber, Josephine Knoble, and Bill Ryder.

**OTHERS PRESENT:** Dag Grada, Connie Holliday, Dean Holliday, Irina Hristova , and Bronzella Cleveland.

**I. Meeting Called to Order**

President Hanson called the October 11, 2012 public meeting to order at 7:00 p.m.

**II. Approval of Agenda**

Commissioner Fontana made a motion to approve the October 11, 2012 agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meeting**

**A. Study Session and Public Meeting of September 13, 2012**

Commissioner Teboda made a motion to approve the study session and public board meeting minutes of September 13, 2012. Commissioner Young seconded the motion and all members voted unanimously in favor.

**B. Golf Committee Meeting of September 10, 2012**

Commissioner Teboda made a motion to approve the September 10, 2012 golf committee minutes. Commissioner Young seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

There was none.

**V. Business from the Floor**

There was none.

## **VI. Old Business**

### **A. 7:15pm Public Hearing Concerning the Intent of the Park Commissioners of the DeKalb Park District to Sell \$1,175,000.00 Limited Tax Park Bonds**

Asst. Director Small stated that it was required by law to hold a public hearing to receive input from the community. No comments or questions were received from the floor.

Asst. Director Small also noted that there were no comments received via e-mail or mail.

### **B. Approve Personnel Policy 3-29: Policy on Endorsements**

Commissioner Mason made a motion to approve Policy 3-29: Policy on Endorsements. Commissioner Fontana seconded the motion and all members voted unanimously in favor.

## **VII. New Business**

### **A. Review Bids and Approve Proposal for Hopkins Park and DeKalb Nature Trail Paving Project**

Asst. Director Garrison explained that three bids were received for consideration. Bids were opened on October 9, 2012 at 3:01 p.m. and staff recommends approval of the lowest bid of \$151,671.60 submitted by Royer Asphalt Paving, Inc.

Asst. Director Garrison noted that the paving project was for the Hopkins Park south parking lot, Hopkins Park south road, Hopkins Park ball field parking lot, and the pathway section from North 1<sup>st</sup> Street going west that connects to Lucinda.

Commissioner Mason made a motion to approve the bid in the amount of \$151,671.60 submitted by Royer Asphalt Paving, Inc., DeKalb, IL. for pathway and parking lot paving.

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

### **B. Discussion of Enterprise Fund Fees**

Director Capek explained that staff had prepared a variety of golf fee options for the Board to take into consideration for the 2013 season.

Capek noted that included in the Board packet was a breakdown of golf rounds played at each facility through September, a list of golf passes available at each facility and cost, budget to monthly revenue comparisons for both courses, and the proposed pass structure and fee recommendations for the 2013-2014 season.

Capek reviewed the three options being presented for consideration by the Board. The goal, she stated, was to adopt a fee schedule that is attractive to the market.

President Hanson stated that a reduction in golf pass fees and daily fees would eliminate the need for coupons and special offers.

Recommendation for a new pass structure eliminated the River Heights Combination pass and was replaced by a 27-hole golf pass. The 27-hole pass can be utilized at both Buena and River. There was also a \$40 Buena Vista and \$90 River Heights increase from the Limited pass to the Unlimited pass.

After much discussion, the Board decided on Daily Fees-Option C. The board made modifications to the proposed 9-hole non-resident weekday and weekend fees and the 18-hole non-resident weekday and weekend fees for both courses.

Director Capek would revise the Option C schedule for daily fees as recommended by the Board and present at the next meeting for approval.

### **C. Declaration of Surplus Equipment/Vehicles**

Asst. Director Garrison explained that the surplus list noted surplus items, vehicles and equipment from Golf Operations, Haish Gym and the Parks Planning & Development Department.

Commissioner Teboda asked if the Park District would donate the surplus vehicles to charity. Asst. Director Garrison replied that the vehicles were purchased with tax payer money and the District is obligated to sell the vehicles and/or scrap the vehicles for money that could be utilized towards other District expenses.

Commissioner Young made a motion to declare the equipment and vehicles as presented as surplus property. Commissioner 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**

The Board reviewed and approved the total list of bills totaling \$284,202.87.

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

There were no questions.

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

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

President Mason reported that he would be in Cary, IL on October 12, 2012 to conduct a team evaluation of the Cary Park District with the IAPD Distinguished Agency Committee.

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

Director Capek reported on the Ellwood House strategic planning meeting. Staff and Board are looking at numerous new programming options for the Ellwood House.

Director Capek reported that the DeKalb Park District received Distinguished Agency status from PDRMA. Capek complimented staff and noted that it was a team effort.

### **C. Plan Commission**

No report.

### **D. Staff Reports**

Asst. Director Garrison reported that staff had begun work at Annie's Woods and that staff was also working to make the nature trail safer by removing encroaching vegetation and by widening the entrances of the nature trail on First Street and Sycamore Road.

Commissioner Mason inquired about the open walk schedule at the Sports and Recreation Center. Athletic Director Ryder stated that the Open Walk Program was from Monday through Friday 7:30-10:00 a.m. and 5:00-6:00 p.m. and begins in November.

## **X. Adjourn Public Meeting**

Commissioner Young made a motion to adjourn the October 11, 2012 public meeting at 7:44 p.m. Commissioner Fontana seconded the motion and all members voted unanimously in favor.