

DeKalb Park District
March 10, 2011
Study Session

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

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

OTHERS PRESENT: None

President Volk called the March 10, 2011 study session to order at 6:03 p.m.

Discuss Accounting Treatment of Enterprise Funds

President Volk stated that the Board would continue discussion of the Aquatic Center and Golf Course Enterprise Funds.

Assistant Director Small provided the Board with general information on the differences between Government fund accounting versus Enterprise Fund accounting.

Commissioner Teboda expressed that the District was not a business or a non for profit organization and that without the depreciation factor, the Golf Course Enterprise Fund would be showing a profit.

Asst. Director Small explained that the golf courses are operated like a business and that depreciation is an important operating expense that cannot be overlooked. Small further explained that the District uses Straight Line Depreciation. The cost for a piece of equipment divided by five equals the annual depreciation. Small explained that each year the Capital Fund contributes capital assets to the Golf Course Enterprise Fund. Knowing the true cost of the operation of the golf courses, Small stated, is important in order for the Board to set fees, establish policies and make decisions in regards to capital improvements.

Commissioner Mason inquired if less money was being allocated for the maintenance of golf courses because not enough revenue was being generated. Small replied that the Board could subsidize the golf courses if it wished to.

President Volk stated that if the golf courses generate less revenue, then logically the Golf Enterprise Fund will have less of an operating budget to work with.

Commissioner Mason expressed his belief that the economy would recover and that it was important for the District to improve the maintenance of its golf courses.

President Volk stated that in his opinion the golf courses were not utilized by the majority of the public.

Director Capek stated that the aquatic center compared to the golf courses was more widely utilized by the District's constituents.

Commissioner Teboda expressed that he did not agree with Volk's and Capek's statements.

Commissioner Hanson clarified that it was not about the number of people, but about the broader base of people in the community. Hanson recommended that the Aquatic Center remain as an Enterprise Fund like the golf courses.

Commissioner Hanson stated that she and Commissioner Mason have repeatedly tried to address the maintenance issues of the golf courses. Hanson suggested that the parking lot blacktop projects for both Buena Vista and River Heights not be completed this year and that the money be allocated towards golf course improvements.

Commissioner Mason also recommended that the District work on improving the marketing of the courses and improving the level of customer service.

Director Capek stated that her responsibility was to oversee the entire operation of the District and to ensure that the District was providing good services to the numerous interests in the community. She stated that she took responsibility for the approach to the budget and that her goal over the past two years was to cover operating costs to include depreciation.

Commissioner Volk asked if the District could possibly be overextending itself by operating two golf courses. Commissioner Hanson replied that she was not in favor of closing a course. Commissioner Mason stated that he was also not in favor of closing one of the District golf courses.

Director Capek stated that the District golf facilities were in no different position from most of the golf industry. If the Board wished to, additional money could be allocated to the golf courses, however, Capek noted that the proposed budget was stretched and staff had a full plate of projects.

Commissioner Hanson inquired if Capek was involved in the budget operations of the aquatic center and District. Capek replied that she regularly reviews monthly financial statements for the entire District and makes recommendations to staff accordingly.

Commissioner Mason thanked the staff and Board for the numerous discussions of the golf courses and how to improve them.

President Volk stated that the Board needed to give staff some direction.

Assistant Director Small stated that in order for her to prepare the Appropriation Ordinance the Board will have to decide if the aquatic center and golf courses would be moved out of the Enterprise Fund.

Commissioner Teboda suggested that the District continue operating both the golf courses and the aquatic center as Enterprise Funds.

The Board agreed to keep both golf courses and the aquatic center operating as Enterprise Funds and to re-evaluate next year.

Commissioner Hanson recommended that staff create a 5-year golf plan to be presented to the Board.

Discuss Selection of Officers

Director Capek suggested that the Board start thinking about the selection of officers for the year.

Commissioner Young pointed out language in the selection of new officer's policy stating that no commissioner may hold the same office for more than two consecutive years.

Director Capek recommended that each Board member inform President Volk if they were interested in a position and that it would be discussed at the April board meeting.

Considerations for DeKalb/Sycamore Joint Programming

Director Capek stated that a Sycamore Park District Board member was interested in discussing joint programming possibilities with the DeKalb Park District and suggested a meeting between the two Boards.

The board was favorable to the concept of a joint meeting. Director Capek stated that she would contact Sycamore Park District Director Dave Peek.

Director Goals

The Board had no changes to Director Capek's FY2012 goals.

Other Discussion

Director Capek spoke about an incident at the Sports & Recreation Center and explained that she had contacted PDRMA to discuss additional safety measures. It was suggested by PDRMA that additional padding be placed on the concrete walls at the Sports & Recreation Center.

Commissioner Teboda inquired why the recommendations were not made to staff during PRDMA's safety assessment of District facilities and parks. Capek replied that she was not sure; however they do recommend padding in facilities with active recreation. Capek further stated that besides additional padding on the walls, she and Bill Ryder had discussed striping a yellow line 15 feet from the side walls to give additional warning to players in regards to boundary lines. This should be completed before weekend play resumes.

Athletic Director Ryder stated that he would be meeting with referees to discuss the addition of the lines and a change in rules to enforce a no contact rule in this area.

Commissioner Hanson suggested that the Board be informed of the cost for padding as soon as possible.

Asst. Director Garrison reviewed some general quotes for padding of the 210' x 220' great room at the Sports & Recreation Center and stated that he would be preparing specifications for the project and present quotes at the next meeting.

Director Capek stated that if the Board was in favor, staff would move forward with the job.

The Board was in favor.

The study session ended at 7:25 p.m.

**DeKalb Park District
March 10, 2011
Public Meeting**

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

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison & Lisa Small, Josephine Knoble and Bill Ryder.

OTHERS PRESENT: District Attorney Derke Price.

I. Meeting Called to Order

President Matt Volk called the March 10, 2011 public meeting to order at 7:32 p.m.

II. Approval of Agenda

Commissioner Young requested to amend the agenda by deferring approval of the Annual Budget and Appropriation Ordinance 11-01 until the April board meeting.

Commissioner Young made a motion to approve the amended agenda. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings: Public Meeting 2/9/11 and Executive Session 2/9/11

Commissioner Teboda made a motion to approve the February 9, 2011 study session, public meeting and executive session board minutes. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

IV. Correspondence

There was none.

V. Business from the Floor

Director Capek introduced District attorney Derke Price of Ancel Glink.

Mr. Price stated that he came to visit the Board and staff. His firm will be in Springfield next week to support legislation applicable to Park Districts.

Director Capek stated that she was very pleased with the firm staff and that they were very knowledgeable and responded quickly to questions or concerns.

Mr. Price inquired if the Board had any questions.

Commissioner Teboda inquired about a Freedom of Information Act (FOIA) bill presently in Congress in favor of publishing all government agency notices in the newspaper. Mr. Price stated that the arguments was that not all people have access to computers and the internet and therefore public notices should be available for viewing in newspapers. He was doubtful that these changes would pass.

Commissioner Young asked for clarification of the Open's Meeting Act. Price stated that it becomes a public meeting when a majority of a Board is congregated together in one location. In the DeKalb Park District's case it would be 3 or more members. Mr. Price advised Board members not to discuss District business in public settings since this constituted a meeting when three or more Board members were in attendance.

The Board thanked Mr. Price for his visit.

VI. Old Business

A. Personnel Policy 4-14

President Volk inquired if the Board had any comments in regards to the amendments made to Policy 4-14 on Personal Leave of Absence discussed at the January and February Board meetings. The Board had no questions or comments.

Commissioner Young made a motion to approve the revisions to Personnel Policy 4-14, Policy on Personal Leave of Absence. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

VII. New Business

A. Approve Ordinance 11-01: Annual Budget and Appropriation Ordinance

Commissioner Hanson made a motion to defer approval of Ordinance 11-1: Annual Budget and Appropriation Ordinance. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

Asst. Director Small stated that the FY2012 Budget and Appropriation Ordinance will be available for public review for the next 30 days. The Park Board will hold a public meeting at 7:15 p.m. during the April 14, 2011 Park Board meeting, at which time, public comments will be accepted.

B. Approve Resolution 11-02: Transfer of Funds to the IMRF Fund from the General Fund

Commissioner Teboda made a motion to approve Resolution 11-02 for the transfer of funds to the IMRF Fund from the General Fund in the amount of \$25,000. Commissioner Hanson seconded the motion and all members voted unanimously in favor during a roll call vote.

C. Approve Resolution 11-03: Transfer of Funds to the General Fund from the Recreation Fund

Commissioner Young made a motion to approve Resolution 11-03 for the transfer of funds to the General Fund from the Recreation Fund in the amount of \$175,000. Commissioner Teboda seconded the motion and all members voted unanimously in favor during a roll call vote.

Asst. Director Small stated that the transfer was to cover approximately 15%-20% of administrative, accounting, and payroll expenses.

VIII. Financial Reports

A. Cash and Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

Asst. Director Small reported that due to fiscal year end the financials presented for February were preliminary figures. Accounts payable would remain open until March 15 in order to ensure payment of all February invoices before finalizing FY2011 year end.

The Board reviewed and approved the list of bills totaling \$40,381.91.

D. Budget/Actual Report

There were no questions.

IX. Committee Reports

A. IAPD-Dave Mason

Commissioner Mason reported attending an IAPD Accreditation Committee meeting.

B. Ellwood House-Cindy Capek

Director Capek reported that new Ellwood House Director Brian Reis has started investigating new approaches to programming and more creative ways to increase attendance at the Ellwood House. He was also in the process of designing a new Ellwood House logo and has re-designed their website. Also, the annual meeting was scheduled for May 19.

C. Plan Commission-Mike Teboda

No report.

X. Staff Reports

Director Capek reported that the Friends of DeKalb Ag Organization has 75 memberships and has raised over \$13,000 in membership fees and donations for the ongoing support of the exhibit at the Nehring Center.

Athletic Director Ryder reported that registration for youth baseball and softball is under way.

XI. Adjourn Public Meeting

Commissioner Teboda made a motion to adjourn the March 10, 2011 public meeting at 8:22 p.m. Commissioner Hanson seconded the motion and all members voted unanimously in favor.