

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
January 18, 2017
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Study Session
6:00 p.m.

I. Meeting Call to Order and Roll Call: President Phil Young called the Study Session to order at 6:00 p.m.

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Bryant Irving, Commissioner Dag Grada, and Commissioner Keith Nyquist (arrived at 6:16 pm).

Staff Members Present: Executive Director Amy Doll, Marketing & Communications Manager Scott deOliveira, Human Resource & Payroll Manager Autumn Kelly, Superintendent of Parks & Development Mat Emken, Park Supervisor Todd Bex, Facilities Team Leader Mike Mascall, Landscape and Horticulture Team Leader Kevin Bock, Superintendent of Recreation Bill Ryder, Superintendent of Golf Shane Bays, Food and Clubhouse Manager Jane Holdridge, Administrative Assistant Emily Bidstrup, Roger Olsen, Harry Kellogg, and Randy Hjelmberg.

II. DeKalb Area Arts Council Request for Funding

Commissioner Irving asked where the art pieces would be shown. Executive Director, Amy Doll, read the list of where all 10 art pieces would be located in DeKalb and stated that as a future extension of the project some might be put on the bike trails. Commissioner Holliday asked Ms. Doll if she was in communication with the DeKalb Area Arts Council.

President Young asked if any other agencies have signed off on this project and continued to ask if there were any plans to put pieces on Park District property and if there is currently any major artwork on Park District property. Ms. Doll stated that there is not currently any artwork of this nature on Park District property.

Commissioner Irving asked if it was correct that the District has \$5,000 allocated for this project and asked if it would happen in 2018. He then stated that he would like to table the discussion. President Young advised Commissioner Irving that this was only a discussion. Commissioner Holliday asked if the total they were requesting was \$5,000. Ms. Doll stated yes.

III. Merit Increase Pool for FY 2018

Ms. Doll started by saying this discussion was brought to the board earlier than normal, but she wanted it to coincide with the talk about the budget and possibly get approved at the same time. She stated that District staff is hard-working, they achieve goals and the Merit increase recognizes that.

President Young asked if this represents a permanent pay increase. Ms. Doll stated yes. President Young stated he supports Merit pay but the District needs to look at the local economy. He continued by saying that just because the amount can be allocated, doesn't mean it has to be. Pay increase should be based on performance and should be specific to full time employees with one year of employment or more. Commissioner Holliday agreed with President Young and stated that he would rather see a flat number increase for everybody which means the guys at the bottom get the same increase as everyone else. Commissioner Irving agreed with Commissioner Holliday.

President Young made sure this was just a discussion and asked if there could be a potential motion sheet at next month's meeting.

IV. Board Meeting Schedule for Fiscal Year 2018

President Young started by saying that as part of board policy, a schedule of future board meetings needs to be made official for the public and then talked about how board meetings are currently structured. To help have the meetings end sooner, he proposed having study sessions be held on the 1st Thursday of every month and public meetings be held on the 3rd Thursday of that same month. He then mentioned the pros and cons of different places to have the meetings at in the District. He stated that there is no perfect place to have them but a primary spot to meet needs to be decided upon.

Commissioner Grada asked how many special meetings have taken place because of extraordinary circumstances and stated he hopes that number would drop. President Young asked Ms. Doll if she had a breakdown of special meetings vs. regular meetings. Ms. Doll stated she didn't have a number but agreed that there were a lot.

Commissioner Holliday asked when the IPRA Conference is held next year. Commissioner Irving stated he doesn't mind meeting at different places throughout the District but would like the meetings to be held at the Hopkins Community Center until we run into problems. Commissioner Holliday agreed with Commissioner Irving about keeping the meetings at Hopkins because that's where they used to be, but believes moving them around is fine. He also stated that the setting up and taking down of equipment for the meetings is a lot of work for Scott deOliveira, Superintendent of Marketing & Golf Operations. Commissioner Nyquist asked Commissioner Irving if he wants the meetings in the office upstairs or the Terrace Room. Commissioner Irving

stated either one.

President Young stated that if the meetings are held at the Hopkins Community Center, they cannot take away from revenue. He mentioned that meetings are not conducive in the Terrace Room in the summer and that the office upstairs is ideal but space is limited. He reminded the Board that this is just a study session and a schedule would need to be approved at next months meeting. Commissioner Irving stated that he had no problem going to a different building; it just needs to be a steady one.

V. Personnel Policies – Sections 1 & 2

President Young reminded the Board that this is just for discussion and they are not voting on anything right now. He stated that a lot of the proposed edits have to do with new laws. Ms. Doll advised that yes, the policy manual was reviewed by many different people and some edits now make the District compliant with the law and some edits were just wording changes. Commissioner Holliday asked about Section 4-1 & 4-2. President Young stated that the study session was specific to Sections 1 & 2. Commissioner Holliday apologized.

Commissioner Nyquist asked about Section 1-5, specifically about who the policy is guiding; the staff hiring or the person applying. Ms. Doll recognized his concern and stated that the policy should be re-worded to guide the staff that is hiring. Commissioner Holliday stated that he didn't know the District was asking for resumes from part time and/or seasonal staff. President Young asked what direction the industry is moving in regarding resume attachment. Ms. Doll stated that the District was advised to not ask for resumes and that all of the information needed is in the application. Commissioner Nyquist asked more specifics about attaching resumes to an online application.

VI. “How Do You Play?” Marketing Campaign

Superintendent of Marketing & Golf Operations, Scott deOliveira, talked about the “How Do You Play” Campaign. He mentioned that the campaign is a good way to get people to think about the Districts park and recreation activities and the catchy logo helps from a social media standpoint. The logo has been incorporated into the basketball league shirts, on the website and used in social media. President Young asked if this campaign was along the same lines as #ProudlyDeKalb. Mr. deOliveira stated yes, but it is much more park district specific. President Young stated that he believes the campaign is a good idea and asked if it's being used on marketing and posters. Mr. deOliveira said it is and that it is also starting to be put on buttons, etc. Commissioner Nyquist asked what the lifespan on this campaign is. Mr. deOliveira advised that his main goal is to really push it in 2017.

VII. Adjournment

Commissioner Nyquist made a motion to adjourn the meeting, seconded by Commissioner Holliday. Motion carried by voice vote.

Meeting adjourned at 6:34 p.m.

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January 18, 2017
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509 N. 1st Street, DeKalb, IL

Public Meeting
7:00 p.m.

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 7:01 p.m.

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Keith Nyquist, Commissioner Bryant Irving, and Commissioner Dag Grada.

Staff Members Present: Executive Director Amy Doll, Marketing & Communications Manager Scott deOliveira, Human Resource & Payroll Manager Autumn Kelly, Superintendent of Parks & Development Mat Emken, Park Supervisor Todd Bex, Facilities Team Leader Mike Mascall, Landscape and Horticulture Team Leader Kevin Bock, Superintendent of Recreation Bill Ryder, Superintendent of Golf Shane Bays, Food and Clubhouse Manager Jane Holdridge, Administrative Assistant Emily Bidstrup, Roger Olsen, Harry Kellogg, and Randy Hjelmberg.

II. Action on the Agenda

Commissioner Holliday made a motion to approve the agenda, seconded by Commissioner Grada. Motion carried by voice vote.

III. Action on Minutes from Previous Meetings

a. Special Meeting of December 1, 2016

Commissioner Irving made a motion to approve the meeting minutes from the Special Meeting of December 1, 2016, seconded by Commissioner Nyquist. Motion carried by voice vote.

b. Study Session and Public Meeting of December 15, 2016

Commissioner Holliday made a motion to approve the meeting minutes from the Study Session and Public Meeting of December 15, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

c. Executive Session of December 15, 2016

Commissioner Nyquist made a motion to approve the Executive Session of December 15, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

IV. Public Comments

No comment

V. Old Business

a. FY 2018 Budget Discussion

Executive Director, Amy Doll, advised the Board that this discussion was a follow up from the previous budget discussion. She mentioned that the budget report would be available in the main office for 30 days and changes can be made up until the budget is approved. President Young asked if changes are to be made, can they be made at the next meeting. He then advised the rest of the board to talk to Ms. Doll or himself if changes want to be made.

VI. New Business

a. Action to Appoint Karin Johns as FOIA Officer

Commissioner Irving asked if someone else could hold the position, stating that there are a lot of qualified people and the Superintendent of Finance & Administration, Karin Johns, is being given a lot of responsibility. Ms. Doll stated that this duty is currently in the Superintendent of Finance & Administration's job description. Ms. Doll mentioned that she is currently the FOIA officer with the Superintendent of Marketing & Golf Operations, Scott deOliveira, as the backup. President Young stated that he doesn't believe the Executive Director should keep doing it. Commissioner Holliday mentioned having someone else help Ms. Johns if she gets overwhelmed with requests.

Commissioner Nyquist asked what would prevent another staff member from fulfilling a FOIA request. Ms. Doll stated that the response can come from anyone in the District but the person who is appointed as the officer is responsible for making sure the requests are fulfilled.

President Young asked if there was a rough number of how many FOIA requests the District has had in the past month. Ms. Doll responded that there is typically at least one for every meeting. President Young asked who is responsible if the FOIA isn't fulfilled in time, would the Board be or would District staff be. Ms. Doll stated she would ask the attorney.

Commissioner Nyquist made a motion to appoint Karin Johns, Superintendent of Finance & Administration as the FOIA Officer and Amy Doll, Executive Director, as the back-up FOIA officer, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Nyquist, Holliday, Young. Nay: Irving. Absent: None. (4-1-0)

b. Action to Approve Agreement with NIU for GIS Project

Commissioner Holliday stated that this project is a long time coming and it would benefit the whole district. Commissioner Irving asked President Young if there is money budgeted for the project. President Young advised that \$10,000 is budgeted. Ms. Doll stated that payments would be split between FY 18 & FY 19, with \$10,000 being paid in the first year and \$9,000 in the second. Commissioner Nyquist clarified the billing dates. President Young stated he works in the same college at NIU that would be completing this project so he will abstain from the vote.

Commissioner Grada made a motion to approve an agreement with Northern Illinois University for a Geographic Information System (GIS), seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Irving, Holliday, Grada, Nyquist. Abstain: Young. Absent: None. (4-1-0)

c. Action to Approve Staff & Commissioner Travel

Commissioner Irving asked for an explanation of per-diem totals, specifically why Karin Johns' was so high. Commissioner Holliday asked if someone who is registered for conference can no longer go, does the District still have to pay for registration fees. Ms. Doll stated that there is no refund given for registration, but the name of the person attending can be changed. President Young asked who pays for the fees incurred if someone who is scheduled to go cannot, the staff member or the tax payers. Ms. Doll advised that there is currently no policy regarding that matter. President Young stated his concern with the reimbursement policy and would like staff to revisit it. Commissioner Irving asked if the IPRA conference was the first time the travel policy was enforced. Ms. Doll stated yes, since the policy was adopted in November 2016. Commissioner Irving asked if staff are aware that they have to keep receipts. President Young stated that it is important that all staff in the District have an option to go to trainings and a rotation process could be needed. Commissioner Holliday recommended staff drive together to make parking charges lower.

Commissioner Irving made a motion to approve attached travel meals and lodging forms for Board and Staff, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. Absent: None. (5-0-0)

d. Items over \$10,000

i. Switch 'n Go for Parks Truck

Superintendent of Parks and Development, Mat Emken, advised the Board on the Switch 'n Go body system for the new Parks division truck. Commissioner Holliday asked if the District has enough storage if multiple truck bodies were purchase. Commissioner Irving asked if the body only fits a 450 truck. President Young asked what warranty is included and if an extended warranty can be purchased or added on later for a minimal cost. Commissioner Holliday asked if the truck can be used by the whole District. Commissioner Nyquist pointed out that the item is \$3,000 over budget and asked where the extra would come from. Mr.

Emken stated that the capital budget is in good shape and the paving project came in under budget. Commissioner Holliday asked how much was generated from the auction. Mr. Emken advised that the amount received was just under \$20,000.

Commissioner Grada made a motion to approve the purchase of a Switch 'n Go detachable body system with an 11-foot dump body from R.A. Adams Enterprises in the amount of \$14,399.60, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Young. Nay: Irving. Absent: None. (4-1-0)

VII. Financial Reports

a. Action on Invoices for Payment

Commissioner Irving asked when the purchase of a tractor from DeKalb Implement was approved. Mr. Emken advised that it was approved in May/June and it just recently arrived. Commissioner Irving asked what the tractor is used for.

Commissioner Irving asked if the Illinois Association of Parks membership is yearly. Ms. Doll stated it is yearly and hasn't increased. Commissioner Young asked if that fee covers everyone in the District. Ms. Doll stated yes.

Commissioner Irving asked if the Kone elevator maintenance is a monthly or annual cost. Mr. Emken advised that it is an annual inspection cost.

Commissioner Irving asked if someone could explain the camera installation at the Sports & Rec Center. Bill Ryder, Superintendent of Recreation, advised that 2 TV monitors and additional cameras were installed upstairs for better viewing.

Commissioner Irving asked about the payment on bonds to US Bank. Ms. Doll advised that it was the annual payment on the bonds at the Sports & Rec Center. Commissioner Irving asked when that facility will be paid off. Ms. Doll stated she believes 2019.

Commissioner Irving asked if the payment to ZEP of 4 floor machines was necessary. Mr. Emken advised that one machine was purchased and the cost of the machine was split between 4 locations since it is shared.

President Young asked about the Sundog IT monthly charge for workstations and a cloud based server. He asked if the District is headed towards cloud based and stated that some costs can be phased out by doing so. Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that the trend is moving towards the cloud and that is what the District is starting to do. Commissioner Irving asked about the type of contract that is currently in place with Sundog IT. Commissioner Holliday asked if the IT contract is ever put out to bid and stated he would suggest looking into that happening. President Young asked if IT contracts are generally over \$10,000.

- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. Budget/Actual Report**

VIII. Staff Reports

a. Ellwood House

Mr. Emken advised that the historic structures report has started and a survey of the mansion is taking place as well as a look into the files kept by the District. The survey will be done in October 2017.

b. Staff Reports

President Young asked if the Board should assume the reports are coming from the Superintendent's since it does not say at the top of the reports anymore. Ms. Doll advised that they are coming from the Superintendent's but staff are giving their input. President Young asked if PolarPalooza is staying at Hopkins Park.

President Young referenced the Marketing & Communications report and asked what operating system staff are using, stating that Windows XP is pretty old.

Commissioner Irving asked if there are still ADA problems to take care of at Hopkins Pool. Ms. Doll advised that the pool is compliant but the locker rooms are not. Staff are looking into renovating those but making them ADA compliant would cost around \$500,000. President Young tabled the discussion stating they should only be talking about staff reports.

President Young referenced the Finance report and asked if the District is getting reimbursed for helping KSRA. Ms. Doll advised that a portion of the Executive Director's and Superintendent of Finance & Administration's salaries are allocated to the special recreation fund.

Commissioner Nyquist stated that he believes District staff are doing a wonderful job and congratulated Mike Mascali, Facilities Team Leader, on the awards he recently received.

Ms. Doll advised the Board that the District had just been awarded a grant from GameTime in the amount of approximately \$20,000 to be used towards playground improvements at Liberty Park.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Setting a Price for Sale or Lease of Real Estate 2(c)6, Pending or Imminent Litigation 2(c)11, Personnel 2(c)1 and Performance of Occupant of Public Office 2(c)3, seconded by Commissioner Grada. Motion carried by roll call vote.

Meeting closed to the public at 7:43 p.m.

X. Reconvene Open Meeting

Meeting opened to the public at 8:53 p.m.

XI. Adjourn Public Meeting

Commissioner Irving made a motion to adjourn the public meeting, seconded by Commissioner Nyquist. Motion carried by voice vote.

Meeting adjourned at 8:53 p.m.