

**DeKalb Park District
January 29, 2014
Special Meeting**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Dean Holliday, Keith Nyquist and Mike Teboda.

STAFF MEMBERS PRESENT: Interim Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Colleen Belmont, & Autumn Kelly.

OTHER MEMBERS PRESENT: Attorney Jim Rock of Ancel & Glink, Steve Persinger and Ray Morrill of HYA Associates, Ray Ochromowicz, Katie Dahlstrom of the Daily Chronicle, and Angela Bollinger.

I. Meeting Called to Order

President Phil Young called the January 29, 2014 special meeting to order at 6:02 p.m.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young answered present to a roll call.

II. Public Comment

There were none.

III. Approval of Ellwood House Museum Grant Application

Asst. Director Garrison explained that the Illinois Department of Natural Resources announced the availability of \$20 million in capital grants for 2014 under the Illinois Public Museum Capital Grants Program.

Garrison noted that the District has been awarded grant funds for the past two years and recommended Board approval in order to submit the application requesting a total of \$126,400. The grant, he further explained, is 100% funded and the deadline to submit applications is February 3, 2014.

Garrison explained that he and Museum Director Brian Reis had compiled the following project list and costs totaling \$126,400.

- \$6,500 to rebuild failing piers and foundation below the 1912 Sunroom Terrace for a cost.
- \$19,900 to replace the south terrace tire floor utilizing matching new tiles while saving and cleaning the original tiles to replace cracked tiles on the east side of the terrace.
- \$500 to remove 1960s plantings from terrace planting beds and adjacent islands and to replace with perennial plants identified in historic photographs.
- \$3,500 to add interpretive signage regarding the terrace and 192 remodeling.
- \$500 for planting replacement around the corner from the 1912 sunroom.
- \$20,000 to replace the wheelchair lift to the 1912 conservatory.

- \$3,500 to add exterior interpretive signage regarding the 1912 conservatory and to show historic photos of the original 1907 conservatory
- \$50,000 to replace the roof on the mansion
- \$20,000 for architectural/engineering costs for roof, porch and conservatory projects.
- \$2,000 for CPA attestation as part of the project billing requirements.

President Young asked if the District would have to bear any of the cost. Asst. Director Garrison replied that the grant is 100% funded with no matching funds required by the Park District.

Commissioner Mike Teboda expressed concern that the application might not arrive by the February 3rd deadline due to the extremely cold weather conditions and the effect the weather was having on the U.S Postal Service. Garrison replied that he would personally drive the grant application to Springfield if needed.

IV. Executive Session

a. Discuss appointment, employment, compensation, discipline, or performance of specific employees of the public body in accordance with Open Meetings Act Section 2 (c) 1.

Commissioner Nyquist made a motion to move into Executive Session at 6:07 p.m. to discuss the appointment, employment, compensation, discipline, or performance of specific employees of the public body in accordance with Open Meetings Act Section 2 (c) 1. Commissioner Faivre seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

V. Return to Open Meeting

Commissioner Keith Nyquist made a motion to return to the open meeting at 7:26 p.m. Commissioner Mike Teboda seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

VI. Action on Items Discussed in Executive Session

District Attorney Jim Rock recommended that the Board vote on the Ellwood House Museum Grant application prior to discussing the items of Executive Session.

Commissioner Mike Teboda made a motion to approve the \$126,400 Ellwood House Museum Grant application. Commissioner Per Faivre seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

President Young then read the following characteristics desired in an Executive Director:

A leader who demonstrated the ability to:

- Be a decisive leader with excellent organizational management skills that can restructure the agency.
- Communicate effectively (both written & verbal) with all segments of the district, including staff, board, community members, while recognizing that listening is an important component of communicating.
- Establish goal setting, short and long range plans with staff and the board and ensured that the goals and plans are carried out in an effective and efficient manner.
- Motivate staff in a teamwork environment delegating as appropriate and holding individuals accountable for their respective areas of responsibility.
- Work with other governmental agencies to create partnerships and values the economy of intergovernmental agreements.

A Director, who understands, is knowledgeable of or sensitive to:

- Public finance including bonding, long range financial planning including expense/revenue projections, capital financial planning, grant application funding, and tax levies.

A person who models:

- The traits of being approachable open minded and flexible.

Commissioner Nyquist made a motion to approve the above list of characteristics desired in the next Executive Director. Commissioner Teboda seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

President Young noted that the Board also discussed the salary range for the Executive Director position. He explained that the salary range discussed was \$110,000-\$120,000 with a DeKalb residency requirement.

Commissioner Nyquist made a motion to approve the Executive Director's salary range of \$110,000-\$120,000 with a DeKalb residency requirement. Commissioner Faivre seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

VII. Interim Director Appointment

President Young also noted that the Board had discussed that it was time for Interim Director Small to be relieved of the additional duties as Interim Director and that HYA, the Executive Director Search firm, recommended contracting an outside Interim Director until the search process was completed and a new Executive Director hired.

President Young then recommended that the Board appoint Ray Ochromowicz to serve as Interim Director. Young noted that Mr. Ochromowicz would be paid a salary of \$5,438 per month, for 20-25 hours of work per week, until an Executive Director was hired.

Commissioner Nyquist made a motion to appoint Ray Ochromowicz to serve as Interim Director of the DeKalb Park District until a new Executive Director was hired. Commissioner Faivre seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

President Young thanked Lisa Small for all her work as Interim Director.

VIII. Succession Policy

President Young read the underlined and bolded language added to Section 26: Succession Procedures as follows: In order to efficiently and effectively operate the Park District in times of employee absences a succession procedure is necessary. In the absence of the Executive Director **from the Park District for a period of time as would reasonably require a replacement to effectuate the efficient and effective operation of the Park District, or due to a provable physical or mental inability to perform the functions of the position,** the Assistant Directors will be responsible for the operations of the District. In the absence of the Assistant Directors or Department Heads, the Executive Director will assume responsibility for these operations.

Commissioner Nyquist made a motion to approve the amended Section 26: Succession Policy. Commissioner Teboda seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

IX. Job Descriptions

President Young also reviewed a list of 15 duties to replace the duties in the current Executive Director's job description.

Commissioner Teboda made a motion to revise the current Executive Director's job description to include the list of 15 duties reviewed during Executive Session and reviewed by President Young. Commissioner Faivre seconded the motion.

Board Commissioners Per Faivre, Dean Holliday, Keith Nyquist, Mike Teboda and Phil Young voted yes during the roll call.

X. Adjournment

Commissioner Teboda made a motion to adjourn the January 29, 2014 special meeting at 7:35 p.m. Commissioner Faivre seconded the motion and all board members voted unanimously in favor.