

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
February 21, 2019
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

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

President Phil Young called the meeting to order at 6:01 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, Accounting & Administrative Assistant Emily Bidstrup, Parks Maintenance & Special Projects Team Leader Dave Kessen and Finance Intern Lexi Floming.

II. Action on the Agenda

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

III. Consent Agenda

- a. Public Meeting of January 10, 2019**
- b. Public Meeting of January 17, 2019**

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

IV. Public Comments

None

V. Old Business

- a. Action on Ordinance 19-01: Budget and Appropriation for the Fiscal Year March 1, 2019 to February 29, 2020**

Commissioner Grada made a motion to approve Ordinance 19-01 Budget and Appropriation Ordinance for the Fiscal Year March 1, 2019 through February 29, 2020, seconded by Commissioner Perkins.

Heather Collins, Superintendent of Finance, advised that Ordinance 19-01 is the official document referenced for spending during the fiscal year. If approved, staff

will file the document with DeKalb County. President Young noted that the budget process is a major responsibility and thanked staff for their hard work. He believed the document, as it stands, is sound.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Young. Nay: Nyquist. Absent: None. (4-1-0)

b. Action to Approve the Budget Document for the Fiscal Year March 1, 2019 to February 29, 2020

Commissioner Grada made a motion to approve the Operating Budget Document for the Fiscal Year March 1, 2019 through February 29, 2020, seconded by Commissioner Perkins.

Ms. Collins advised that the budget document relates to the previously approved Ordinance, but the budget document is utilized more throughout the year and gives staff more detailed information. President Young asked if the document is posted anywhere. Ms. Collins stated it is posted on the website because it was included in a board packet but otherwise, no.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Young. Nay: Nyquist. Absent: None. (4-1-0)

VI. New Business

a. Proudly DeKalb Video

Scott deOliveira, Superintendent of Marketing & Golf Operations, explained the Proudly DeKalb initiative and presented the DeKalb Park District marketing video created by district staff and OC Creative. The video will be used on both the Districts and Proudly DeKalb's social media platforms to promote what the DeKalb Park District has to offer. Commissioner Perkins inquired about Proudly DeKalb's steering committee. Mr. deOliveira mentioned the names of representatives from several local entities. Commissioner Holliday asked why the video was only 1 minute long. Mr. deOliveira advised that Instagram only allows videos 1 minute or shorter to be posted.

b. Action on Board Meeting Schedule for FY 2020

Commissioner Grada made a motion to approve the Board Meeting Schedule for Fiscal Year 2020, seconded by Commissioner Holliday.

President Young pointed out that with the board meeting schedule format change for FY2019, there were less meetings than the previous fiscal year. He believed that two set meetings a month are beneficial to staff and the board.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

c. Action on First Midwest Bank Accounts

Commissioner Grada made a motion to direct staff to close the accounts at First Midwest Bank and deposit the money into the First National Bank account, seconded by Commissioner Perkins.

Ms. Collins advised that in May 2018, the board approved a contract to move all of the District's funds to First National Bank. The account was being kept open due to uncashed checks, but Ms. Collins recommended officially closing the account now. President Young asked how many checks were uncashed. Ms. Collins said six from payroll and thirteen from accounts payable and she noted that it is extremely easy to issue those checks again from the new account if someone were to try to cash them. Commissioner Holliday asked how long someone had to cash them. Ms. Collins stated three years and after that the money is turned over to the State of Illinois.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

d. **Action on Superintendent of Finance, HR Manager, Accounting and Administrative Assistant, Superintendent of Marketing & Golf Operations, and Golf Maintenance Worker II Job Descriptions**

Commissioner Grada made a motion to approve the changes to the job descriptions for the Superintendent of Finance, HR Manager, Accounting and Administrative Assistant, Superintendent of Marketing & Golf Operations, and Golf Maintenance Worker II, seconded by Commissioner Holliday.

President Young pointed out the "Other Duties as Assigned" line in all the job descriptions and believed it to be too vague and could be troublesome. He asked for a potential example that would fall under that job task. Commissioner Perkins suggested changing it to "Other Related Duties as Assigned". Commissioner Perkins also stated that she had already expressed her concerns related to the transfer of IT duties. She believed the change could have a negative impact and urged staff to be cautious and watchful. President Young acknowledged that IT duties can be daunting, and asked Ms. Collins to describe her role since the duties will be transferred to her. Ms. Collins believed her main focus would be managing the contract with the IT provider.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

e. **Action on Contract with Sundog for Managed IT Services**

Commissioner Grada made a motion to approve renewal of current managed IT services contract with Sundog for a period of one-year, seconded by Commissioner Perkins.

Mr. deOliveira advised that staff are recommending renewing the managed IT contract with Sundog. By switching to a managed IT model last year, staff estimated a savings of approximately \$15,000. Commissioner Holliday asked how long it had been since the district requested a competitive bid for this type of service. Mr. deOliveira stated a Request for Proposal (RFP) was issued last year

with Sundog coming in lowest. Ms. Doll added that the District cannot enter into an agreement for this type of service for longer than one-year at a time. Commissioner Holliday stated that he would like to see bids rather than proposals.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

f. Action on Merit Pool for FY 2020

Commissioner Grada made a motion to approve the merit increase pool for FY2020, seconded by Commissioner Perkins.

Ms. Doll advised that \$27,933 in increases had been budgeted for non-bargaining unit employees. President Young asked for clarification of a goal and a task that is part of an employee's job description. Commissioner Holliday wanted confirmation that this discussion did not involve the staff members in the collective bargaining group. Commissioner Perkins asked what companies were used to compare market price. President Young stated that one of his concerns will always be whether staff are given proper resources, like facilities, equipment and wages. He believed the budget to be sound and stated his appreciation for staff. Moving forward though, he would like to create a standard for how merit increases are allocated. President Young suggested staff ask other companies or districts for their protocol regarding merit increases. Commissioner Holliday would like to see the increase be a set amount rather than a percentage. He also said he is fortunate increases can be given but urged staff and the board to be cautious.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

g. Items over \$10,000

i. Overlook Park Playground Equipment

Commissioner Grada made a motion to approve the quote from Cunningham Recreation in the amount of \$41,148.52 for replacement playground equipment at Overlook Park, seconded by Commissioner Perkins.

Mat Emken, Superintendent of Parks, advised that the public input meeting turnout was poor due to weather, so staff went to Tyler Elementary and asked the students for input. He stated playground Option 2 and the Carnival color scheme got the most votes. In place of the tot swings, two expression swings and one ADA swing will be installed. Thanks to the Gametime grant, the District will see a \$33,602 discount for the project. Commissioner Perkins thanked Mr. Emken for his efforts and finding the funding.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

VII. Financial Reports

- a. Action on Invoices for Payment**
- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. Budget/Actual Report**

Commissioner Grada made a motion to approve payment for February open invoices in the amount of \$41,522.33 and to approve paid invoices from January and February in the amount of \$57,218.26, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Perkins, Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (5-0-0)

VIII. Staff Reports

Commissioner Perkins asked for an update on the filling of the new Superintendent of Recreation position. Ms. Doll advised that staff have narrowed it down to four candidate and will interview them all next Tuesday. Commissioner Perkins inquired about a deadline.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Real Estate Acquisition 2(c)5, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

Meeting closed to the public at 6:51 p.m.

X. Reconvene Open Meeting

Meeting reconvened at 7:07 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 7:07 p.m.