

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
March 22, 2018
Maintenance Building
1205 E. Locust Street DeKalb, IL 60115

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 6:03 p.m.

Board Members Present: President Phil Young, Commissioner Keith Nyquist, Commissioner Patti Perkins and Commissioner Dag Grada. Absent: 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, Superintendent of Recreation Bill Ryder, Accounting & Administrative Assistant Emily Bidstrup, Park Maintenance & Special Projects Team Leader Dave Kessen, Administrative Assistant Linda Gerace, Roger Olsen, Jeff Zweifel, Josh Looney and Randy Hjelmberg.

II. Action on the Agenda

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

III. Consent Agenda

- a. Study Session, Public Hearing and Public Meeting of February 15, 2018**
- b. Closed Session Minutes of February 15, 2018**

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Presentation on Kiwanis Park Master Plan

Michelle Kelly, Principal Landscape Architect at Upland Design, presented the final master plan concept after all the input from staff, the public and the board was received. Ms. Kelly stated there was a lot of excitement over the proposed splash pad, woodland area, challenge course, picnic shelter, restrooms and sports courts. She mentioned fitness stations would be located along a trail that would run the perimeter of the park. Ms. Kelly shared the proposed additions to the landscaping on 4th Street and included planting suggestions. She suggested parking spots be perpendicular instead of angled which would allow for an additional 24 spaces. President Young asked if cars would be able to drive down both directions. He also wanted to make it clear that what was being presented is a plan and not currently a project. He asked if the work could be done in phases and what should be done first. Ms. Kelly advised on a 6 phase plan with the last 2 phases possibly being OSLAD grant eligible. She suggested phase 1 be the addition of restrooms and the creation of more parking to increase the current usage on the site and the last phase would be the addition of the artificial turf fields. President Young asked in what phase the landscaping on 4th Street would take place. Ms. Kelly responded in phase 1 due to strong input from the public. She continued by saying the public input was great and the concept reflects a lot of what they want to see. Taking the potential land swap into account, President Young asked if the acquisition could be used in the plan if the district were to receive it. Ms. Kelly believed current components of the plan would tie in well.

b. CAFR Award Presentation

President Young read aloud the letter he received on February 15th from the Government Finance Officers Association telling him the DeKalb Park District was awarded the Certificate of Achievement for Excellence in Financial Reporting. Heather Collins, Superintendent of Finance & Administration, advised that this was the 23rd consecutive year the district has received the award.

c. Action on Administrative Policy 100.35: Policy for Gifts, Sympathy, Births, New Hires, Promotions & Retirements

Commissioner Nyquist made a motion to approve Policy 100.35 – Gifts, Sympathy, Births, New Hires, Promotions and Retirements, seconded by Commissioner Perkins.

President Young asked what the funding source is and if anyone has an issue with funding going towards what is listed in the policy. Commissioner Perkins asked if the policy included birth and adoptions or just death. Amy Doll, Executive Director, stated all. Commissioner Perkins voiced her concerns over spending tax dollars on gifts and flowers and does not think it's a good idea. However, she stated it is a good idea to express compassion but to take collection for expressing it.

Motion carried by roll call vote. Aye: Grada, Nyquist, Young. Nay: Perkins. Absent: Holliday. (3-1-1)

d. Action to Approve Administrative Policy Changes

Commissioner Grada made a motion to approve the policy changes to Policies 100.25, 100.26, 100.27, 100.33, 200.2, 200.3, 200.4, 200.5, 200.6, 200.7, 200.11, 200.12, and 200.16, seconded by Commissioner Nyquist.

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

e. Action on Ordinance 18-03: Amending Section 5.04 to the DeKalb Park District Code

Commissioner Nyquist made a motion to approve Ordinance 18-03: Amending Park Code Section 5.04, seconded by Commissioner Grada.

Ms. Collins advised the change would be made to the specific section of the park code that discusses what amount the district needs to go out to bid. President Young asked if the change reflects the state law that was changed last year.

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

f. Action on Ordinance 18-04: Amending Chapter 12, Section 13-Fiscal Policy of the Park Board Policy Manual

Commissioner Grada made a motion to approve Ordinance 18-04: Amending Chapter 12, Section 13 – Fiscal Policy of the DeKalb Park District Board Policy Manual, seconded by Commissioner Nyquist.

Ms. Collins advised that the Board Policy Manual now needs to be changed to reflect the bid amounts. President Young asked in certain cases if there is a policy where the district would not need to go out to bid if they have worked with the vendor before. Jim Rock, the district's attorney, advised on the topic.

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

g. Action on Ordinance 18-05: Declaring the Necessity of Use and Authorizing the Transfer of Property for the Benefit of the DeKalb Park District

Commissioner Grada made a motion to approve Ordinance 18-05: Declaring the Necessity of Use and Authorizing the Transfer of Property for the Benefit of the DeKalb Park District, seconded by Commissioner Perkins.

Ms. Doll advised that the DeKalb Park District and School District 428 have been having conversations for quite some time about swapping land. President Young asked if an easement agreement would be included. Ms. Doll responded yes, that the intergovernmental agreement would include the easement. Commissioner Nyquist asked when the school district was scheduled to vote. Ms. Doll advised that they voted on Tuesday. Commissioner Nyquist then asked if the board's vote tonight makes the swap final. Ms. Doll responded yes. Commissioner Nyquist asked if anyone knew what the school districts vote was.

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

h. Action on Intergovernmental Agreement with District 428

Commissioner Nyquist made a motion to approve the Intergovernmental Agreement with DeKalb Community Unit School District #428, seconded by Commissioner Grada.

Ms. Doll advised that this would be a swap with no cash exchanged, just land. President Young inquired about how well the district is legally protected in terms of the easement. Mr. Rock responded great. President Young believed the land swap is a great opportunity that allows the district to redistribute land that they are not using, but that another agency may benefit from and at the same time expand Kiwanis Park. He stated his appreciation for the efforts of the board and staff.

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

i. Action on Contract with RKM Fireworks Company for Fireworks

Commissioner Nyquist made a motion to approve the contract with RKM Fireworks Company for fireworks for 4th of July 2018, seconded by Commissioner Perkins.

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

j. Action on Contract with Accessibility Consultation and Training Service, Inc. (ACTServices) for ADA Audit

Commissioner Grada made a motion to approve the contract with Accessibility Consultation and Training Service, Inc. (ACTServices) for ADA audit not to exceed \$47,600, seconded by Commissioner Perkins.

Ms. Doll advised that an ADA audit was done roughly 8 years ago and while the majority of the projects recognized in the plan were implemented, some were not due to cost restraints. District staff have determined that the ADA plan could use updating and accurate cost estimates are needed. Ms. Collins advised that a resolution was passed with the current budget that includes money to be specifically used for ADA transition plan purposes. President Young asked if the company would review every area of the district. Ms. Doll responded yes. They would have access to the previous audit but would start the process from the very beginning. President Young asked if the company would reference the most current laws and best practices. Mr. Emken stated the most recent ADA guidelines are from 2010. President Young asked if their references have been checked and if they have worked with any local park districts. Commissioner Nyquist asked if the previous audit included cost estimates or if it just identified deficiencies. Ms. Doll stated it just identified deficiencies. President Young asked how much the audit cost last time and if now would be a good time to complete another audit. Ms. Doll believed now is a good time to do the audit and would be a great document for staff to have. President Young asked if 100% of the funds would be coming out of the ADA fund. Ms. Doll responded yes.

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

k. Items over \$10,000
i. Used Forklift

Commissioner Grada made a motion to approve the purchase of a used forklift not to exceed \$13,000, seconded by Commissioner Nyquist.

Mr. Emken stated that the forklift would allow staff to fully utilize storage space at the maintenance shop and allow for easier unloading of trucks. He mentioned that the demand for used units is large so no holds are allowed and the board's approval would allow staff to purchase a unit when it becomes available. Commissioner Perkins asked if the forklift was budgeted in the cost of the maintenance building project. Mr. Emken responded yes. President Young asked if the unit was gas or electric, the lifespan of the unit, if there are currently staff who can operate it and if a certain license is needed.

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

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 Nyquist made a motion to approve payment for March open invoices in the amount of \$95,872.12 and to approve paid invoices from February and March in the amount of \$76,635.32, seconded by Commissioner Grada.

President Young asked if the computers were purchased as a result of the managed IT service. Ms. Doll responded no.

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

VIII. Staff Reports

a. Staff Reports

Ms. Doll advised that each divisions report included an end of the year goals update and also listed upcoming goals.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Collective Bargaining Matters 2(c)2, Pending or Imminent Litigation 2(c)11 and Personnel 2(c)1, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Young. Nay: None. Absent: Holliday. (4-0-1)

Meeting closed to the public at 7:00 p.m.

X. Reconvene Open Meeting

Meeting reconvened at 8:01 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 8:01 p.m.

Keith Nyquist, Board Secretary

Date Approved