

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
May 3, 2018
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call 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 Dean Holliday, Commissioner Keith Nyquist, Commissioner Patti Perkins and Commissioner Dag Grada.

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.

II. Action on the Agenda

Commissioner Nyquist made a motion to change agenda item VI. -Executive Session to include two additional items:

- b. 2(c)2 Collective Bargaining Matters and
- c. 2(c)3 Discipline of an Occupant of Public Office

Commissioner Perkins seconded the motion. Motion carried by voice vote.

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

III. Public Comments

None

IV. Old Business

None

V. New Business

a. Approval of Contract with Eco-Advantage Painting for Hopkins Kiddie Pool Painting

Commissioner Perkins made a motion to approve the contract with Eco-Advantage Painting for Hopkins Kiddie Pool Painting, seconded by Commissioner Nyquist.

Mr. Emken advised that staff received three quotes for the painting of the Kiddie Pool. The lowest quote was from Eco-Advantage Painting who had previously painted the slides and done a good job.

President Young asked if this project was budgeted. Mr. Emken advised that yes, the project is included in the Capital Improvement Plan and budget for FY2019.

Commissioner Grada questioned why the company is stating their product is proprietary, if we know what product is needed, and if there are any significant differences in the treatments that different companies would use. Mr. Emken said that all of the products are sufficient and that each company believes theirs to be the best.

Commissioner Holliday questioned whether the surface of the Kiddie Pool will be improved during this project. Mr. Emken advised affirmatively that the pool will be ground down and the Diamond Brite will be applied.

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

b. Discussion of Banking Proposals

Ms. Collins provided an update to the board that the District had received three strong banking proposals from First Midwest Bank, First National Bank, and Resource Bank. Staff would like to bring a final recommendation to the board at the May 17, 2018 meeting.

President Young asked if it was preferable to have only one bank. Ms. Collins stated from an operational standpoint that one bank is preferred.

c. Discussion of Annie Glidden North Committee

President Young updated that he attended an open house for the Annie Glidden North Committee a few weeks ago. Maps were available, and the public were permitted to attend. However, the turnout was low- approximately 75% of those present were officials. President Young expressed concern about the low turnout and if the committee will get the proper level of input from local residents.

Commissioner Perkins concurred. She said that the Annie Glidden North Committee as a whole will meet on Monday, May 7, 2018 to make the final recommendations. For the most part all of the sub-committees have completed their work.

President Young questioned if Mondays meeting will be the final meeting for the Committee. Commissioner Perkins believed it would be. President Young questioned if the sub-committees were able to give any recommendation even if it may go against what the overall committee wanted. Commissioner Perkins was unsure. Commissioner Perkins was encouraged by some of the comments that have come out of the group

regarding the parks, including those that would like to see disc golf in that area. She did sway some of the language in a recommendation that all parks in the Annie Glidden North boundaries should have improved landscaping. She worked with the committee to understand that the retention ponds should not be included. Commissioner Perkins stated that the recommendation from the committee will be given to the DeKalb Park District, but what we do with those recommendations is ultimately up to the District.

d. Discussion of Administrative Policy 100.6: Use of Park District and Personal Cell Phones

Ms. Collins said that Administrative Policy 100.6 is a duplicate of Personnel Policy 3-11 and that staff recommend eliminating Policy 100.6. The Board had no questions.

e. Discussion of Administrative Policy 100.10: FOIA

Ms. Collins advised that staff recommend cleaning up the language in Administrative Policy 100.10 and that the procedures for FOIA requests would be much more detailed.

Commissioner Perkins asked if this wording indicates that employees are prohibited from disclosing information to the public unless it goes through the FOIA process. Ms. Collins indicated that would not be the case. Staff are permitted to interact with the public as necessitated by their position. However, if additional information is requested then the employee may need to reach out to the FOIA Officer to ensure proper documentation and compliance with FOIA. Director Doll also mentioned that the procedures will address the timeline of a FOIA request. The District is required to respond within five days of the request being received by any staff member, not just the FOIA Officer.

Commissioner Nyquist agreed with Commissioner Perkins and discussed the concept of how a FOIA could be received- especially by requiring the use of a portal. Ms. Collins stated that the District can supply, but it cannot require, a specific form. The District may request that the FOIA be put into writing so that we understand the request.

President Young asked if a text would be considered a FOIA request. Ms. Collins stated yes, that would be a FOIA request in her opinion.

f. Discussion of Administrative Policy 100.23: Certificates of Insurance

Ms. Collins advised that staff recommend simplifying the Certificate of Insurance policy as included.

President Young commented that we are striking the requirement that COIs need to list the District as additional insured. Ms. Collins clarified that the requirement is not going away. The wording in the policy now states that there are a number of instances where the District will need to be listed as additional insured.

g. Discussion of Administrative Policy 200.9: Data Backup

Mr. deOliveira discussed that an update to Policy 200.9 is needed due to the new managed IT cloud backup, whereby the data is backed up to a computer in the facility and also the system performs an hourly backup to the cloud.

President Young asked if the IT company ever tests the data that is being backed up? Do they check for integrity of the data? What is the sample size? Mr. deOliveira said that the IT company performs monthly checks on the backup target pc. He was unsure of the sample size but would find out and follow-up.

Commissioner Nyquist questioned who was responsible for the bullet points in the policy in the event that something failed. He also questioned whether the points listed would be the minimum requirements in any future IT contracts we may have with other IT companies. Mr. deOliveira affirmed that the IT company was responsible and that the requirements are a minimum.

President Young questioned the backup process for computers that have open files each evening and what that does to the backup process. Mr. deOliveira said that he would provide additional follow-up information to the board.

h. Discussion of Alcohol Permitting Procedures

Director Doll acknowledged that the board amended the alcohol ordinance last month, so staff met to discuss internal procedures for alcohol permitting. Staff want to ensure that the board is comfortable with the process. Director Doll went through the listing of permitting rules on the Study Session sheet.

Ms. Doll iterated that the patron will need to reserve the shelter and submit the new special event application, which is included in the board packet. Staff will review and discuss the details of the event with the potential renter. In addition to this process, the renter will need to get a licensed caterer and city permit. Final review will be done by the director or board after the renter has submitted their insurance, city permit, and the District fee.

Commissioner Holiday asked who would police these events in case someone lies about the number of attendees at the event? Director Doll answered that the district already requires attendee numbers due to shelter size and we frequently have staff in the park. Mr. deOliveira stated that employees would not confront the rental groups and that the police would be called if anything appeared to be getting out of hand. Mr. deOliveira also stated that our information would mirror the city's information. The City is very specific as to where the renters will be permitted to consume the alcohol. Ms. Doll also stated that the events are required to utilize a licensed caterer who do not want to lose their City license.

President Young asked if we will designate the boundaries for the alcohol. Mr.

deOliveira confirmed it is a City requirement to designate the alcohol boundaries.

Commissioner Grada suggested that we may permit glass drinkware at the discretion of the Executive Director and that we adjust the wording to state the District has the ability to deny or revoke a permit if the event “may” rather than “will” negatively impact or jeopardize the safety of the park and its users. Director Doll agreed with the suggestions.

VI. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Real Estate Acquisition 2(c)5, Collective Bargaining Matters 2(c)2, and Discipline of an Occupant of Public Office 2(c)3, seconded by Commissioner Perkins.

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

Meeting closed to the public at 6:32 p.m.

VII. Reconvene Open Meeting

Meeting reconvened at 8:26 p.m.

VIII. Adjourn Public Meeting

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

Meeting adjourned at 8:26 p.m.