

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

Study Session
6:30 p.m.

- I. Meeting Call to Order and Roll Call:** President Phil Young called the Study Session to order at 6:30 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 Marketing & Golf Operation Scott deOliveira, Superintendent of Parks and Development Mat Emken, Golf Clubhouse Operations Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen

II. DeKalb Arts, Culture & Entertainment Corridor Sculpture Walk

Alex Nerad, chair of the DeKalb Area Arts Council presented information on the DeKalb Arts, Culture and Entertainment Corridor Sculpture Walk. He indicated that the council has investigated similar programs in other communities and that the concept is 10 pieces of public sculpture that will be placed in the downtown area for one year. He presented a budget of \$20,000 and indicated that the City of DeKalb has budgeted \$5,000 for the project. He indicated that the call to artists has gone out and they have received 25 submissions from 13 artists. They are putting together a jury to review and would like a representative from the park district. They are looking for sponsorships from banks and local businesses for the other portion of the cost of the project.

Commissioner Grada asked if any communities they talked to had reported it not being successful and Nerad responded that they hadn't. Grada asked how the council would know if the project was successful and Nerad reported that they would take feedback from the community via surveys on the website.

Commissioner Perkins asked who insures the pieces and Nerad said that the artists insure the piece. She suggested that there would likely be vandalism.

Commissioner Holliday asked about why none of the pieces are on District property. Nerad responded that in the future they hope to expand the project to put pieces along the District's trails and in District parks but at this time they were limiting the project to keep them within walking distance of one another.

Commissioner Holliday also asked about whether the concrete pads would be removed after the project was over or what would happen to them. Nerad said that they hoped that this would be an ongoing project and that some pieces don't need the concrete pad. Commissioner Holliday also expressed concern over the amount of funding being requested as the District had recently received another request for \$5,000 and whether this would be a one-year request or if the Council would be requesting the funding every year.

Commissioner Nyquist expressed concern over the locations of the sculptures. Nerad stated that the hope would be to purchase one of the pieces at the end of the year and that this could be placed permanently on park or school property.

III. Nature Trail Restoration Plan RFP's

Director Doll provided a brief update on the RFP's for the Nature Trail restoration and maintenance plan. The deadline was May 5 and four companies send in proposals. The majority of the companies have done work in DeKalb County. The review of the proposals by staff was delayed, but the plan is to begin the work of the plan development by the middle of June, with the timeline for completion around one month.

IV. IDOT Highway 23 Project

The District was sent a letter was sent about the work that IDOT will be doing on Route 23. Superintendent Emken reported that he talked with staff at IDOT and they won't begin the project until late July so there will be no impact for the 4th of July at Hopkins. Commissioner Nyquist emphasized the need to review the easement to make sure that there would be no impact on District operations. Executive Director Doll reported that when the easement request is received it will be reviewed by the District's attorney.

Adjournment

Commissioner Nyquist made a motion to adjourn the meeting, seconded by Commissioner Holliday. Motion carried by voice vote. Meeting adjourned at 7:02 pm.

Meeting adjourned at 7:02 p.m.

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Study Session of the Board of Commissioners
May 18, 2017
Ellwood House Visitor's Center
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 7:07 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Marketing & Golf Operations Scott deOliveira, Superintendent of Recreation Bill Ryder, Food and Clubhouse Manager Jane Holdridge, and Team Leader Dave Kessen.

II. Action on the Agenda

Commissioner Nyquist made a motion to amend the agenda to include a recognition of Autumn Kelly seconded by Commissioner Holliday. Motion carried by voice vote.

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

III. Consent Agenda

- a. Special Board Meeting of April 5, 2017**
- b. Study Session and Public Meeting of April 20, 2017**
- c. Executive Session of April 5, 2017**
- d. Executive Session of April 20, 2017**

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

IV. Review Election Results and Abstract of Votes of April 4, 2017 Consolidated Elections

President Young read the election results from the DeKalb County Clerk Douglas Johnson that stated that Philip Young has been re-elected to a 6-year term receiving 3,469 votes and Dag Grada was re-elected to a 2-year term, receiving 3,249 votes.

V. Installation of Commissioners

Phil Young and Dag Grada were sworn in by Keith Nyquist.

VI. Election of Board Officers

President: Commissioner Holliday nominated Phil Young for President, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

Vice President: Commissioner Nyquist nominated Dean Holliday for Vice President, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

Secretary: Commissioner Holliday nominated Keith Nyquist for Secretary, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

Treasurer: Commissioner Nyquist nominated Dag Grada for Treasurer. Nomination died due to a lack of a second. President Young stated that Commissioner Holliday would continue to serve as Treasurer and it would be re-addressed at next month's meeting.

VII. Public Comments

None

VIII. Old Business

None

IX. New Business

a. Recognition of Autumn Kelly

The board recognized the passing of Autumn Kelly who had been recently promoted to Superintendent of Finance & Administration. President Young spoke highly of Autumn and how amazing she was as a person and as a hard worker and that the greatest title she received was being a wife and a mother. A moment of silence held for her.

b. Action on Contract with Halfton Pyrotechnics LLC for Fireworks

Commissioner Nyquist made a motion to approve the contract with Halfton Pyrotechnics LLC fireworks for the 4th July celebration for \$14,000, seconded by Commissioner Holliday.

Superintendent of Recreation Ryder confirmed that this is the same company that the District has used in the past with a different name. The City of DeKalb splits the cost with the District.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

c. Action to Extend the Employee Agreement with GovTemps USA

Commissioner Grada made motion to extend the Employee Agreement with GovTemps USA, seconded by Commissioner Nyquist.

Nancy McCaul has been working with the District on an interim basis and this will extend her contract until end of June for up to 40 hours per week.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

d. Action to Approve Resolution 17-04 Appointing an IMRF Authorized Agent

Commissioner Nyquist made a motion to Approve Resolution 17-04 appointing an IMRF Authorized Agent, seconded by Commissioner Perkins.

The District is required by IMRF to have authorized agent and with the passing of Autumn Kelly the District does not have one. This resolution would name Amy Doll, Executive Director as Authorized Agent. This can be changed by resolution when the finance positions are filled.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

e. Action on Projects Over \$10,000:

i. Zero Turn Mower

Commissioner Nyquist made a motion to approve the quote from Johnson Tractor in the amount of \$13,900 for the purchase of a new zero-turn mower, seconded by Commissioner Grada.

Superintendent Emken reported that this is a replacement piece of equipment that was included in the capital budget. The staff tested six different models and chose the one that is most durable, comfortable and will be able to do a detailed job.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

ii. River Heights Clubhouse Air Conditioning

Commissioner Nyquist made a motion to approve the quote from DeKalb Mechanical in the amount of \$10,964 or the HVAC upgrades to the clubhouse at River Heights, seconded by Commissioner Holliday.

Superintendent deOliveira confirmed that this air conditioner will address the warm temperatures in the pro shop at River Heights.

Commissioner Grada stated that as an employee of DeKalb Mechanical he would be abstaining from the vote.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Young; Abstain: Grada (4-0-1)

f. Action to Approve Changes to Superintendent of Finance & Administration Job Description

Commissioner Nyquist made a motion to approve the Job Description for the Superintendent of Finance and Administration; Seconded by Commissioner Perkins.

Director Doll reported that per policy staff have reviewed the job description since there is a vacancy in the position. The changes proposed are simply to change the titles of the job descriptions of the positions that this position supervises, as these changes were made last summer.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

g. Action to Authorize Executive Director to Fill Superintendent of Finance & Administration Position

Commissioner Grada made a motion to authorize the Executive Director to fill the Superintendent of Finance & Administration position, seconded by Commissioner Perkins.

Per policy staff have reviewed the need for this position and determined that it is essential for the District to best serve the public and the community.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

h. Action to Amend Personnel Policy 1-5: Policy on Employment and Vacant Positions

Commissioner Grada made a motion to amend Personnel Policy 1:5: Policy on Employment and Vacant positions; seconded by Commissioner Perkins.

Director Doll stated that this amendment would change the wording so that all full-time positions may be advertised in the local paper from will be advertised in a local newspaper. Discussion was held about the desire to be transparent and to recruit good local candidates for District positions.

Additional conversation was held about the requirement in the policy that the Director notify the board prior to offering any full-time position of who the position would be offered to. It was suggested that this is beyond the scope of the responsibility of the board. Commissioner Nyquist made a motion that the sentence "Upon selection of a candidate, the Executive Director will notify the Board indicating the individual being considered for hire prior to making any job offer" be removed from the policy; seconded by Commissioner Perkins.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

Commissioner Nyquist then made a motion to leave the sentence "All full-time personnel position openings must be advertised in a newspaper of general

circulation in the city of DeKalb” and not change the word “will” to “may”; seconded by Commissioner Perkins.

Staff suggested that they collect information about how candidates that are brought in for interviews are learning about open positions to determine if there is value in putting the advertisement in the local paper.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

The original motion was voted on and the motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

X. Financial Reports

a. Action on Invoices for Payment

Commissioner Nyquist made a motion to approve payment of April open invoices totaling \$281,358.79 and to approve paid invoices from April and May in the amount of \$66,510.07; seconded by Commissioner Grada.

Executive Director Doll noted the hard work that was done by Emily Bidstrup and Nancy McCaul to prepare the financial information for the board packets on time, in spite of the loss of Autumn Kelly.

b. Monthly Financial Summary

c. IT Summary

President Young asked about the IT expenses that were included and asked where the District is in regard to server replacement. Superintendent deOliveira reported that over the coming months he would be working on an RFP for IT services.

XI. Staff Reports

a. Ellwood House

Superintendent Emken reported that the painting of the mansion is complete and is ready for Memorial Day.

b. Staff Reports

Superintendent Emken provided on update on the progress of the construction of the new maintenance building.

XII. Executive Session

Commissioner Holliday made a motion to go into closed session for the purpose of Review of Personnel 2(c)1 and Setting a Price for Sale or Lease of Real Estate 2(c)6, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye:

Motion carried by roll call vote. Aye: Holliday, Nyquist, Perkins, Grada, Young (5-0-0)

Meeting closed to the public at 8:11 p.m.

XIII. Reconvene Open Meeting

The meeting reconvened to the public at 8:50 pm.

XIV. Adjourn Public Meeting

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

Meeting adjourned at 8:50 p.m.