

MINUTES
DeKalb Park District
Board of Commissioners Study Session
May 21, 2015
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL

Call to Order: President Phil Young called the meeting to order at 6:00 pm

Board Members Present: President Phil Young, Commissioner Byrant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist

Staff Members Present: Executive Director Jason Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Roger Huber, Park Foreman Josh Clark, Marketing Supervisor Scott deOliviera

ComEd/Nature Trail Discussion

Executive Director Mangum introduced George Gaulrapp from ComEd. Gaulrapp introduced himself as the External Affairs Manager with ComEd. He reported that ComEd is here to help and is glad that the District and ComEd are working together.

Commissioner Irving stated that he would like to see the District and ComEd have a good relationship and make sure that ComEd lets the District staff or board know when they are going to do work on the trail.

Commissioner Nyquist asked if ComEd was willing to sit down with the District to come up with a written agreement. Gaulrapp indicated that they were.

Commissioner Holliday asked if some of the trees that the District has planted are too high. Gaulrapp indicated that they will need to maintain a 10 foot clearance but they want to work well with everyone and they can look at replanting or planting different species. Executive Director Mangum clarified that the trees that the District has planted are not ones that need trimmed but that it is trees that have re-sprouted. All of the trees that the District planted are from ComEd's list and will stay below the 10 foot clearance required.

President Young expressed appreciation that Gaulrapp came to the meeting. He expressed a desire for maintaining a good working relationship between the District and ComEd.

ADA Transition Plan Progress

Superintendent Emken distributed a list of items that remain to be completed on the District's ADA transition plan. The list spelled out things that are in the budget for this year to be done and also called attention to things that were scheduled to be done last year but were not completed.

Commissioner Irving asked if anything could be done in regards to the pool before the pool opens, but Emken pointed out that there is concrete work that needs to be done and it can't be completed in the 9 days before pool opens. He reported that he is meeting with an architect to come up with a plan for upgrading the Hopkins Pool locker rooms after the pool closes.

President Young asked for clarification on items that were put on hold based on a pool renovation. President Young asked for a breakdown of the items that are left on the list that are related specifically to Hopkins Pool. Commissioner Nyquist asked if the items on the list that don't require moving walls and major remodels would be addressed. Superintendent Emken indicated that they would.

Commissioner Holliday asked if the pool would be ready to open as scheduled. Superintendent Emken indicated that it would. Commissioner Holliday asked if the items that could be done easily would be done before the pool opens next weekend. Superintendent Emken indicated that they would.

President Young asked if the pool shell itself is ADA compliant. Superintendent Emken indicated that indicated that it is because we have a lift and a set of stairs.

ADJOURNMENT

Commissioner Nyquist moved to adjourn and Commissioner Holliday seconded. President Young adjourned the study session at 6:18 p.m.

MINUTES
DeKalb Park District
Board of Commissioners Meeting
May 21, 2015
Hopkins Park Community Center
1403 Sycamore Rd., DeKalb, IL

- I.** President Phil Young called the meeting to order at 7:00 pm

Board Members Present: President Phil Young, Commissioner Byrant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist

Staff Members Present: Executive Director Jason Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Roger Huber, Park Foreman Josh Clark, Marketing Supervisor Scott deOliveira, Athletics Supervisor Bill Ryder

- II.** Action on the Agenda

Commissioner Nyquist moved to amend the agenda and add item X.d., Comment on the new taxes proposed by the City of DeKalb. Commissioner Holliday seconded the motion. Motion carried by voice vote.

- III.** Action on Minutes from Previous Meetings

Commissioner Holliday made a motion to approve the minutes from the Study Session and Public Meeting of April 16, 2015. Commissioner Grada seconded the motion.

President Young noted that there was a typo in the minutes referring to Superintendent Huber as the Superintendent of Gold rather than of Golf. Motion carried by voice vote.

- IV.** Review Election Results and Abstract of Votes of April 7, 2015 Consolidated Elections

Commissioner Nyquist read the results of the election with Dean Holliday winning with 1269 votes and Bryant Irving winning with 1228 votes.

- V.** Installation of Newly Elected Commissioners

Bryant Irving and Dean Holliday were sworn in by Commissioner Nyquist.

- VI.** Election of Board Officers

Commissioner Nyquist nominated Phil Young to serve as board president. Commissioner Irving seconded the nomination. Commissioner Irving moved to close the nominations and Commissioner Grade seconded the motion. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None (5-0-0)

Commissioner Holliday nominated Commissioner Nyquist to serve as board vice president. Commissioner Irving seconded the nomination. Commissioner Irving moved to close the nominations and Commissioner Holliday seconded the motion. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None (5-0-0)

Commissioner Holliday nominated Commissioner Irving to serve as board secretary. Commissioner Grada seconded the nomination. Commissioner Holliday moved to close the nominations and Commissioner Grada seconded the motion. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None (5-0-0)

Commissioner Irving nominated Commissioner Holliday to serve as board treasurer. Commissioner Grada seconded the nomination. Commissioner Irving moved to close the nominations and Commissioner Nyquist seconded the motion. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None (5-0-0)

VII. Correspondence

None

VIII. Public Comments

None

IX. Old Business

None

X. New Business

- a. Action on ORDINANCE 15-12: Amending Chapter 12, Section 23-Revenue Policy of the Park Board Policy manual

Commissioner Grada made a motion to approve ORDINANCE 15-12: Amending Chapter 12, Section 23 – Revenue Policy of the DeKalb Park District Board Policy Manual.

Executive Director Mangum explained that this language cleans up the language in the policy that refers to the golf and aquatics funds as Enterprise Funds and changes them to Special Revenue Funds.

Superintendent Small indicated that the revenue in these funds would stay in these funds to cover the cost of operating the facilities. Funds could not be moved out of these funds unless these costs were covered. She indicated that this change was based upon guidance from the District's auditors.

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

- b. Action on Concessions Contract for Hopkins Aquatic Center

Commissioner Irving made a motion to approve the contract with Fay's Finest Foods LLC for Concession Services at Hopkins Aquatic Center for the 2015 season. Commissioner Holliday seconded the motion.

Executive Director explained that the District issued an RFP and received proposals from several entities in the community for concession services in order to bring in food vendor experts to District facilities.

President Young asked about how the District would handle any issues with the vendor's employees. Executive Director Mangum clarified that the contract addresses this.

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

c. Action on Concessions Contract for Athletic Facilities

Commissioner Irving made a motion to approve the contract with Feed 'em Soup for Concession Services at the Sports & Recreation Center, Hopkins Park Baseball Fields and McCormick Park Softball Fields. Commissioner Grada seconded the motion.

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

d. Comment on the New Taxes Proposed by the City of DeKalb

President Young commented that the City of DeKalb is proposing some new taxes including an amusement tax. His opinion is that before anything goes forward with the City approving the new taxes that District staff have discussions with the city.

Executive Director Mangum indicated that these are tax proposals from the City staff to address infrastructure, especially roads. He is confident that if this is something that City staff are looking to pursue that the District would be brought into the conversation. He is willing to reach out to City staff to let them know the District's view and how it would affect the District.

Commissioner Holliday pointed out that this tax could drive people out of DeKalb for recreation and entertainment. Executive Director Mangum pointed out that we face some competition already within the community and with neighboring communities and this could affect this.

Attorney Rock did some research and reported to the board that the City does have the legal authority to implement these taxes based upon a case in Peoria. He recommended that the District contact the Peoria Park District about the potential impact of such taxes.

XI. Action on Projects of \$10,000

a. Purchase Phone System

Commissioner Nyquist made a motion that the board approve the purchase of Shore-Tel phone system from Call One for \$27,249.

Director Mangum pointed out that it was complicated to compare the three proposals as no two phone systems are the same.

Commissioner Irving asked when it would take effect. Director Mangum responded that it would take effect when the contract is approved with an implementation schedule developed with the vendor.

Commissioner Nyquist asked what the impact would be for the customer when calling the District. Director Mangum responded that most of the impact would be that there would be a direct line to each employee rather than a central line that requires callers to go through prompts. The system would also allow staff to get their voicemails via email or text.

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

XII. Financial Reports

Commissioner Irving made a motion to approve payment of April open invoices, totaling \$169,956.82. Commissioner Grada seconded the motion.

President Young asked for the graphs indicating Revenue from Service Fees, Sales and Rentals and the Year-to-Date Operating Expenditures be in color or be in patterns for it to be more easily viewed.

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

XIII. Committee and Staff Reports

a. Ellwood House

Executive Director reported work on the extra parking spots will begin soon.

There is still a vacancy for the Ellwood House caretaker.

Last week the Ellwood House Association held their annual meeting and elected new officers.

There is a new exhibit at the museum entitled "Built on Barbed Wire" on the main level of the Visitor's Center.

Monday the Memorial Day parade will end at the Ellwood House with a ceremony on the grounds of the House. Park Foreman Clark reported that people could park at the church next to the Ellwood House and that the trail through the woods has been completed.

b. Plan Commissioner

Commissioner Nyquist reported that the planning commission voted not to approve the zoning change for the proposed new owners of University Village.

c. Trails & Trees Committee

There was no meeting to report, but Commissioner Nyquist indicated that he is cautiously optimistic that an acceptable agreement with ComEd can be reached.

d. Staff Reports

President Young pointed out that the District will be beginning to offer Foot Golf at Buena Vista tomorrow.

XIV. Adjourn Public Meeting to go into Executive Session

Commissioner Irving made a motion to adjourn to executive session for the purpose of discussing the performance of the occupant of a public office in accordance with Section 2(c)(3) of the Illinois Open Meetings Act. Commissioner Irving seconded the motion. Motion carried by roll call vote. Aye: Nyquist, Irving, Holliday Grada, Young. Nay: None (5-0-0)

XV. Reconvene Public Meeting

The public meeting reconvened at 8:31, and the Board took no action.

XVI. Adjourn Public Meeting

Commissioner Irving moved to adjourn the meeting at 8:31, seconded by Commissioner Holliday. Motion carried by voice vote.