

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
August 17, 2017
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Study Session
6:00 p.m.

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

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 and Park Maintenance & Special Projects Team Leader Dave Kessen.

- I. Meeting Call to Order and Roll Call:** President Phil Young called the Study Session to order at 6:00 p.m.

Commissioner Holliday made a motion to amend the agenda to add Strategic Planning RFP to the agenda, seconded by Commissioner Perkins. Motion carried by voice vote.

II. Presentation of the 2017 Comprehensive Annual Financial Report

Brian LeFevre, from Sikich, presented the FY 2017 audit report and stated the District has received the Certificate of Achievement for Excellence in Financial Reporting award for 22 consecutive years. He credited District staff with the audit running smoothly and thanked them for their professionalism and help. President Young asked if debt forgiveness would be a good solution to clear the deficit in the Golf and Pool funds and asked for a number comparison from FY 2016. President Young asked if he heard correctly that IMRF was calculated as a liability. President Young inquired about the consideration regarding adding a computer lock policy on District computers. President Young stated it looks like the District is in good shape and thanked both District staff and Sikich staff.

III. Bonds Discussion

Dave Phillips, from Speer Financial, advised on General Obligation Limited Tax Park Bonds and explained how they can be paid out.

IV. Strategic Plan RFP Discussion

Amy Doll, Executive Director, presented a draft strategic plan RFP. She advised that a strategic plan would help the District align its priorities, be more strategic and operate better. She also mentioned bringing in an outside consultant for this project which would bring expertise and allow for all staff members voices to be heard. President Young stated he would be more supportive of the plan if a task force or committee was set up. He stated the committee would include board presence, district staff presence and discussions at open meetings which would allow for public input. President Young agreed it would be a good idea to have an outside agency help with the strategic plan. Commissioner Grada asked for clarification on the committee. Commissioner Holliday asked if the consulting firm would get input from the community. Commissioner Perkins advised that before stakeholders could be engaged, they would need to be identified first. President Young agreed and stated that stakeholders would be part of the committee.

V. Adjournment

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

Meeting adjourned at 6:44 p.m.

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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 7:02 p.m.

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

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 and Park Maintenance & Special Projects Team Leader Dave Kessen.

II. Action on the Agenda

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

III. Consent Agenda

- a. Study Session and Public Meeting of July 20, 2017**
- b. Executive Session of July 20, 2017**

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

- a. Action to Accept the 2017 Comprehensive Annual Financial Report**

Commissioner Perkins made a motion to accept the Comprehensive Annual Financial Report for the fiscal year ending February 28, 2017, seconded by

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

b. Action to Approve the Intergovernmental Agreement with the Kishwaukee Water Reclamation District

Commissioner Grada made a motion to approve the Intergovernmental Agreement with the Kishwaukee Water Reclamation District, seconded by Commissioner Perkins.

Executive Director, Amy Doll, reminded the board that a sled hill was approved to be built on District land with dirt from the Kishwaukee Water Reclamation District's expansion project but before the project can start an Intergovernmental Agreement needs to be signed. Ms. Doll advised that the KWRD has agreed to pay 50% of the projects cost. Commissioner Holliday stated the project shows a great example of how the community can work together. President Young agreed and mentioned their generous offer. He asked who was completing the inspection of the District's land and how long the tests will take and if the tests come back negative, what happens. Ms. Doll advised that the District is not obligated to take the land but the KWRD tested the land in 2013 and it was good however, law requires testing to happen again. President Young asked if the land was cleared with the City.

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

c. Action to Approve the Bid from Concord Excavating for the Construction of a Sled Hill

Commissioner Perkins made a motion to approve the bid from Concord Excavating for the construction of a sled hill in Hopkins Park in the amount of \$321,653.20, seconded by Commissioner Holliday.

Superintendent of Parks and Development, Mat Emken, advised that 4 bids were received and Concord Excavating's bid was the lowest. With Concord also being the subcontractor for the KWRD, he believes it is the perfect option. Commissioner Perkins asked for the timeline and asked if any deadlines were put in the contract. Commissioner Holliday asked if the dirt was going to be delivered at the end of the KWRD's project. President Young asked when the KWRD's project is set to end and asked if the IGA protects the District from something happening with them pulling out. Commissioner Grada stated his belief that the amount is not a good price for something that will be used only part of the year. He stated that a sled hill is something the community needs but not in a place where it will be taking out mature trees. President Young mentioned how the golf courses and the pool are only used part of the year and stated he is highly supportive of the design as it stands today.

Motion carried by roll call vote. Aye: Perkins, Holliday, Young. Abstain: Grada. Nay: None. Absent: Nyquist. (3-0-1)

d. Action to Allow the Sale of Alcohol at the Municipal Band Concert on August 22, 2017

Commissioner Grada made a motion to allow the sale of alcohol at the Municipal Band concert on August 22, 2017, seconded by Commissioner Holliday.

Commissioner Holliday asked if this would be a trial run and asked if there were proposals from different vendors. Commissioner Perkins asked if Sycamore has had problems during their events where alcohol is served. President Young asked if District staff were going to be at the event. He stated he has heard input from those for it and against it. He mentioned his support and the need to create a plan for next time if the trial run is successful. Commissioner Holliday asked where the alcohol will be served and advised on getting more lights in that area of the park. Commissioner Grada mentioned defining a section where beverages can be consumed so people don't wander off. President Young asked if the City and/or DeKalb Police were informed.

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

e. Approval of Contract with Upland Design for Kiwanis Park Master Plan

Commissioner Perkins made a motion to approve the contract with Upland Design for the creation of a Master Plan for DeKalb Kiwanis Park in the amount of \$11,980.00, seconded by Commissioner Grada.

Mat Emken advised on the need to develop a plan for the area. President Young stated his concern with potentially adding a playground too close to the middle school. He mentioned that has happened in the past and it essentially becomes a playground for the school, not the public, and they dictate when the public can use it or when the grass can be mowed, etc. He would like to see the park stay true to what the original use has been and keep the soccer fields. Commissioner Holliday mentioned people are anxious to see what will be done with the land and they don't want the soccer fields to leave. Commissioner Perkins advised on being aware of Fairview Drive and would like to get input from the residents in that area.

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

f. Action on Resolution 17-07: Intergovernmental Agreement with the Sycamore Park District

Commissioner Perkins made a motion to approve Resolution 17-07 Authorizing an Intergovernmental Agreement Cooperative Effort with the Sycamore Park District, seconded by Commissioner Holliday.

Director Doll advised that this would be renewing the Intergovernmental Agreement with the Sycamore Park District that is already in place. Commissioner Holliday asked how many Sycamore residents took advantage of resident rates at the pool when theirs closed early for the season. Commissioner

Perkins stated she was proud of this collaboration and believes this is how neighbors should act. President Young agreed.

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

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 of August open invoices totaling \$321,115.49 and to approve paid invoices from July and August in the amount of \$103,107.61, seconded by Commissioner Perkins.

President Young asked if the City has paid for their half of the 4th of July fireworks show. Commissioner Perkins asked for explanation of the unusually high monthly IT charges.

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

VIII. Staff Reports

a. Staff Reports

Commissioner Holliday asked when a new sign will be put out front at River Heights. President Young asked when the changes to the Administrative Policy Manual will be brought to the Board. President Young asked if the Board members can receive a copy of the Districts Master Plan. Commissioner Holliday asked if Upland has a timeline for the Kiwanis Park project. President Young asked about a move in date at the new maintenance building. He also asked if the whole park is assessed when looking to put in a new playground and gave an example of the deteriorating shelter house at Liberty Park. Commissioner Grada agreed and would like to see parks evaluated as a whole, not just the playground area.

IX. Executive Session

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

Meeting closed to the public at 8:10 p.m.

X. Reconvene Open Meeting

Reconvened open meeting at 8:32 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 8:32 p.m.