

**DeKalb Park District
September 11, 2014
Study Session**

BOARD MEMBERS PRESENT: President Phil Young; Commissioners Per Faivre, Dean Holliday, Bryant Irving, and Keith Nyquist.

STAFF MEMBERS PRESENT: Executive Director Jason Mangum (via Skype), Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Golf Roger Huber, Colleen Belmont, Autumn Kelly, Scott DeOlivera, Todd Bex, Josh Clark.

OTHER MEMBERS PRESENT: Dag Grada.

President Phil Young called the September 11, 2014 study session to order at 6:00 p.m.

Light Pollution Program Discussion

Commissioner Nyquist said he would like for the Park District to consider a program for reducing the amount of light pollution it creates in the context of the Capital Projects discussion that was scheduled for later in the study session. He said that the problem was not that the community has too many lights, but that much of the light pollution created could be eliminated by following some light abatement practices.

He mentioned the health problems that excessive light pollution could cause, and the lack of a rural feel that some residents mention about living in DeKalb.

He suggested that as part of the District's Capital Improvement plan, the District consider putting light-reducing baffles over the lamps the District owns and operates. He pointed out that the Capital Projects plan mentions park lighting as a recommendation from the 2012 DPD Master Plan and cited the planned light upgrades at Hopkins Park as an example

Todd Bex told the Board that the District was in the process of applying for a grant to replace 13 lights in Hopkins, and that it is hoped that the grant will pay \$40,000 for the light upgrades, and that the \$20,000 in the current budget could go towards infrastructure costs. He mentioned that it was a goal to bury the wires underground.

Commissioner Irving asked for clarification of the Hopkins project; Bex answered that this would occur in the south end of the park.

Nyquist asked if the designs for the replacement lights would have a baffling effect. Bex said that the light design would direct light downwards.

Nyquist asked if other parks were slated for replacement. Bex replied that none were scheduled for this time, and that there were minimal lights in the District. He mentioned that the new Prather Park lights were put on timers that would turn them off at 11 p.m. He also said the lights at Huntley Park could be candidates for baffling.

Bex pointed out that it would be best for the light structures across the District to have a uniform design and that any shrouds added should be part of this design.

President Young asked if all light purchases would, from this point on, direct light downward. Bex replied that he saw no reason to do otherwise, and said he would find out if the globe design of the existing lamp structures are sold with a light baffling element built in.

Nyquist showed a pair of pictures that he said illustrates that reduced glare from street lamps improves visibility and safety. He asked if there might be support for this program from the Board.

Commissioner Holliday asked Bex if the best plan was to shroud the lights going forward. Bex answered that if he could find a design that is compatible with existing park lighting that staff would consider it.

Holliday asked Nyquist if this was also a City of DeKalb project. Nyquist replied that it was not, but that the Citizen Environmental Commission had solicited public input into its Sustainability Plan. Holliday mentioned that he had seen no mention of it to this point. Nyquist said that the District should take the lead on the issue for the community, and that the District has taken the lead on other issues such as planting butterfly gardens, planting and maintaining trees, and reducing water use.

Young asked if there was a consensus from the Board to direct Staff to come back next month with a plan and cost estimate for retro-fitting old lights and purchasing shrouded lights in the future. The Board came to a consensus to do so.

Capital Projects Budget Planning

Executive Director Mangum asked that, to help the budget planning process that the Board give its input into short-term and long-term Capital Project goals. Superintendent of Finance Small asked the Board to participate in a brainstorming exercise to that Staff could use its time efficiently in the budgeting process. The Commissioners were asked to first indicate which projects they saw as important, and then to rank the four they preferred most.

Mangum indicated that the Hopkins Park pool was not to be included on the list since the District had already identified it as a priority. He also identified the dog park as another already-identified priority, and directed the Board to identify other possibilities that the District could pursue.

Holliday expressed his concern that the District keep maintenance of existing facilities a high priority. Bex added that the District needs to balance growth with maintenance. Bex pointed out as an example that the existing bandshell has ADA issues that need addressing, and Small mentioned that the current orientation of the bandshell is uncomfortable for the performers because of sunlight.

Mangum said the District recognizes the need for maintenance and that staff was looking for larger projects to tackle in light of that need.

The Board offered suggestions and then ranked them 1-4 in order of individual preference by placing numbered stickers next to the names of the projects.

Proposed Project	Individual Rankings	Score
(1) New Bandshell	1, 1, 1, 2	(15 Points)
(2) Sled Hill	2, 2, 4	(7 Points)
(3) Haish Facility/ Fitness Center	2, 3, 4	(6 Points)
(4) Converting Hopkins Shelter Into a Year-Round Facility	2, 3	(5 Points)
(5) DPD Technology Upgrades	1	(4 Points)
Park Interpretive Areas	1	(4 Points)
(7) Maintenance Campus Upgrades	4, 4	(2 Points)
Improved Summer Camp Location	3	(2 Points)
Nature Trail Tree Planting	3	(2 Points)
New Tee Boxes at River Heights Golf Course	3	(2 Points)
(11) Park Lighting Upgrades	4	(1 Point)
(12) Boardman/Pappas Park Development		None
(12) Boat Launch		None

The study session was adjourned at 6:43 p.m.

**DeKalb Park District
September 11, 2014
Public Meeting**

BOARD MEMBERS PRESENT President Phil Young; Commissioners Per Faivre, Dean Holliday, Bryant Irving, and Keith Nyquist

STAFF MEMBERS PRESENT: Executive Director Jason Mangum (via Skype), Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Golf Roger Huber, Colleen Belmont, Autumn Kelly, Scott DeOlivera, Todd Bex, Josh Clark.

OTHER MEMBERS PRESENT: Dag Grada.

I. Meeting Called to Order and Pledge of Allegiance

President Phil Young called the September 11, 2014 public meeting to order at 7:00 p.m.

II. Approval of Agenda

Commissioner Irving made a motion to approve the September 11, 2014 agenda. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings:

a. Study Session and Public Meeting of August 14, 2014

Faivre made a motion to approve the study session and public session minutes of August 14, 2014. Commissioner Holiday seconded the motion.

Before voting, President Young expressed his concern that a recording secretary be present for subsequent regular Board meetings.

In a voice vote, all commissioners voted to approve the minutes of the August 14, 2014 meetings.

IV. Correspondence

There was none.

V. Business from the Floor

There were none.

VI. Old Business

There was none.

VII. New Business

A. Action to Approve Resolution 14-09: Calling a Public Hearing Concerning the Intent of the Board of Park Commissioners to sell \$1,200,000 Limited Tax Park Bonds

Commissioner Nyquist moved to approve resolution 14-09, and Faivre seconded the motion.

Superintendent of Finance Lisa Small told the Board that this resolution begins the bond issue process, and that the bond comes due one later. It is used for capital improvements over the year and to pay the capital and interest on the Sports and Recreation Center bond for next year. She explained that the action taken tonight would be to approve the public hearing which would take place at the October 9 meeting.

Small also explained that legal notice of the public hearing would be posted in the newspaper and on the website no later than seven days before the next regularly scheduled meeting. She recommended that the hearing be scheduled for 7:00 p.m., with the regularly scheduled meeting to follow.

Roll call vote on the motion to approve Resolution 14-09: Faivre, yes; Holliday, yes; Irving, yes; Nyquist, yes; Young, yes. The motion passes 5-0.

B. Action to Amend Personnel Policy 4-1: Policy on Vacation Leave

Nyquist moved to amend personnel policy 4-1, and Faivre seconded the motion.

Executive Director Mangum explained that the policy change would allow employees to take time off in one-hour increments instead of half-day increments and let them take time off in one-hour increments instead of half-day increments. He explained that the changes would also allow the Executive Director to add vacation time or change the accrual schedule for newly-hired employees..

Commissioner Nyquist asked for clarification of the language "at the discretion of the Park District" as stated in paragraph six of the policy. Mangum replied that the Executive Director and the employee's supervisor would decide together if a change in vacation time accrual was warranted.

Commissioner Nyquist asked for clarification about the policy language that states that an employee who does not return after vacation leave will be considered terminated from his or her position. Mangum replied that this policy would not apply to a situation in which employees are unable to return to work due to a circumstance beyond their control.

Nyquist recommended that the words "without contact" be added to the policy; Mangum stated that the language as written belonged to the pre-existing policy.

Commissioner Holliday recommended that the language of the policy stay the same.

Nyquist moved to amend Policy 4-1, paragraph 8 to read, "If the employee fails to return to work without notice following the end of an approved vacation leave...." The motion was seconded by Commissioner Faivre.

Roll call vote on the amendment to the amendment: Faivre, yes; Holliday, no; Irving, no; Nyquist, yes; Young, no. The motion to amend fails 2-3.

Roll call vote on the motion to amend Policy 4-1: Faivre, yes; Holliday, no; Irving, no; Nyquist, yes; Young, no. The motion to amend fails 2-3.

C. Action to Amend Personnel Policy 4-2: Policy on Personal Leave

Faivre moved to Amend Personnel Policy 4-2, and Nyquist seconded the motion.

Mangum explained that the changes are designed to give time off to employees based on the calendar year instead of the fiscal year, and that personal days would be given to them upon hire instead of after a six-month probationary period. He also noted that if an employee leaves before the probationary period is over that any personal days used would be converted into vacation days and deducted from his or her vacation leave payout.

Nyquist asked for clarification on how the policy changes would affect salaried employees, noting that the way their time is counted is different from hourly employees. Mangum replied that the policy change would not affect salaried employees.

Young requested that future Board packets include both the proposed policy and the pre-existing policy so that the Board could more easily see the changes being proposed.

Roll call vote on the motion to amend Personnel Policy 4-2: Faivre, yes; Holliday, no; Irving, no; Nyquist, yes; Young, no. The motion to amend fails 2-3.

D. Action to Approve Corporate Services Enrollment Form with Castle Bank

Nyquist moved to Approve the Corporate Services Enrollment Form with Castle Bank. Faivre seconded the motion.

Small explained that Castle Bank had contacted the District concerning the Corporate Treasury Services Enrollment Form, which governs ACH transactions. She explained that attorneys for the District and the bank had reviewed the document, and that a recommendation had been made to make a small change to item #37 of the agreement. Small explained that the Board could wait to approve the form until attorneys for both sides had approved it, or it could approve it now, subject to approval from counsel.

Holliday asked if this was an urgent matter; Small replied that Castle Bank had been delivering the service to the District for two years and saw no need to rush.

Small described the nature of ACH transactions to the Board, and its important role in preventing fraudulent withdrawals from District bank accounts since only a small list of vendors are authorized to receive ACH payments from the District through this system.

Young asked for clarification about the concern over item #37. Small replied that it concerned the District's obligation to indemnify third-party actions, and that she concurred with counsel's opinion.

Nyquist made a motion to table the issue until the first regular Board meeting to occur after approval from counsel. Seconded by Commissioner Irving. In a voice vote, all commissioners voted 'aye'.

VIII. Financial Reports

A. Action to Approve Invoices for Payment

Faivre moved to approve invoices for payment. Nyquist seconded the motion.

B. Monthly Financial Summary

Faivre asked about a \$10,000 payment for pipe insulation; Todd Bex explained that this was for the Ellwood House improvements that the Board had previously approved. Bex and Small both indicated that the job was done well.

Young asked for clarification about billings from Sundog IT and TBC. Small explained that TBC had changed its name to Sundog during the billing period.

Irving asked about a charge from G&H plumbing for cartridges. Superintendent of Golf Roger Huber explained that the charge covered both labor and materials.

Irving asked about a software charge from Harris Computer Service. Small explained that the charge was for Municipal Software, Inc. maintenance license. Young asked if Harris was used for online course registration; Small said that the software had no recreational purpose and was instead used for District operations administration.

Irving asked about a charge from Illini Tire for tire repair, wanting to know which kind of tire was involved. Huber explained that these charges were for repairs to equipment at the two golf courses.

Irving asked about a charge from New Holland for tractor repair, wanting to know if the repair was to a new or old tractor. Josh Clark explained that the tractor in question was old and that the repair was needed to fix a vital steering issue.

C. Purchase Orders

There were no questions.

D. Budget/Actual Report

Young thanked the staff for its work in producing the financial reports.

Roll call vote on the motion to approve invoices for payment: Faivre, yes; Holliday, yes; Irving, yes; Nyquist, yes; Young, yes. The motion passes 5-0.

IX. Committee and Staff Reports

A. Ellwood House

Mangum announced that the Ellwood House "Wine on the Terrace" fundraiser was approaching.

B. Plan Commission

Nyquist reported that recent meetings of the Planning and Zoning Commission had no apparent effect on the District.

C. Trails and Trees Committee

Nyquist reported that the committee had not met, but stated that some information should be forthcoming at the next Board meeting.

D. Staff Reports

No additions to the packet reports were offered.

Holliday asked staff to let the Board know if opportunities for volunteering arise in the future.

X. Adjourn Public Meeting

Irving made a motion to adjourn the September 11, 2014 public meeting at 7:38 p.m. Holliday seconded the motion and all members voted unanimously in favor.