

**MINUTES**  
**DeKalb Park District**  
**Study Session of the Board of Commissioners**  
**October 19, 2017**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> Street, DeKalb, IL**

**Study Session**  
**6:00 p.m.**

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

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

**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 Parks Maintenance & Special Projects Team Leader Dave Kessen.

**II. Maintenance Standards Draft**

Commissioner Perkins asked how the draft varies from current practices and asked if a checklist would be used. She suggested adding more specific verbiage to the landscape beds section and would like to see the pond water quality improve. President Young asked how many ponds are near parks that would be susceptible to fertilizer drain off. Commissioner Grada advised that not stocking certain ponds with fish would be a good solution to try. President Young stated he has heard comments from residents who do not like seeing the buildup on the ponds. He asked if water testing can be done and if there is a way to enforce, in conjunction with the City, what chemicals can be used. He asked what other agencies dealing with water contamination are doing. Commissioner Grada asked what the District considers a weed. Commissioner Nyquist asked if the turf herbicide application in the draft describes what is currently being done. He stated he believes Level 1 areas deserve the most application and he is in favor of less chemical/herbicide use.

**III. Capital Evaluation Criteria**

President Young advised that Commissioners have come to him with requests including upgrades at the band shell and Hopkins shelter. He stated that since the District is looking to use the band shell for more events, upgrades should be addressed which include adding permanent lighting, updating the seating and adding Bluetooth capabilities. He advised that the roof at Hopkins shelter needs to be addressed and making the shelter house useful year round looked into. President Young noticed upgrades to the four parks that are part of the

Annie Glidden North taskforce were missing and asked if it was because of that study being done. Commissioner Perkins pointed to her list of upgrades she would like to see but stated she would save it for the next meeting.

#### **IV. 2017 Hopkins Pool Report**

Bill Ryder, Superintendent of Recreation, reported on the 2017 pool season. He stated that cool temperatures in June attributed to lower season pass sales, but partnering with the YMCA and Sycamore Park District when their facilities were down helped attendance. Mr. Ryder proposed an increase to lifeguard wages for 2018. President Young and Commissioner Nyquist stated their support for the increase. Commissioner Nyquist asked if the 5% increase in season pass prices for 2018 would cover the lifeguard pay increase.

#### **V. Updating Land/Cash Ordinance Discussion**

Amy Doll, Executive Director, advised that the District has been asked to look at updating the land cash ordinance. President Young stated he believes it would be a good idea since the last assessment was in 2007 and commented that homeowners should be paying what their house is assessed for and not one penny more.

#### **VI. Adjournment**

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

Meeting adjourned at 6:56 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 Keith Nyquist, Commissioner Patti Perkins and Commissioner Dag Grada. Absent: Commissioner Dean Holliday.

**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 Parks Maintenance & Special Projects Team Leader Dave Kessen.

**II. Action on the Agenda**

Commissioner Nyquist made a motion to amend the agenda to include Personnel 2(c)1 and Real Estate Acquisition 2(c)5 under IX, Executive Session, seconded by Commissioner Grada. Motion carried by voice vote.

**III. Consent Agenda**

**a. Study Session and Public Meeting of September 21, 2017**

Commissioner Nyquist 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. Presentation to DeKalb Women's Club: Annie's Woods Park-100<sup>th</sup>  
Anniversary of Annie's Woods Park Donation**

Ms. Doll welcomed members of the DeKalb Women's Club and advised on the history of the Annie's Woods Park donation. President Young said the District is forever grateful for the donation of the park, one of the first four original DeKalb Park District parks. He highlighted the 2013 upgrades and stated Annie's Woods remains one of the Park Districts gems. A certificate was presented to those in attendance.

**b. Action to Establish a Strategic Plan Committee**

Commissioner Grada made a motion to establish a Strategic Planning Committee, seconded by Commissioner Nyquist.

Ms. Doll advised that an RFP was sent out and 6 proposals were received. President Young stated the importance of a strategic plan and would like the Board to have a lot of input. He requested that one Board member and all of the District's Superintendents be on the committee. He stated that the meetings would be open and all voices need to be heard, with all ideas coming back to the Board. President Young volunteered to be the chair, with support voiced from all Board members. He asked who else would like to be on it. Both Commissioner Perkins & Commissioner Grada stated they would. President Young stated that all Board members can have input, and he would like to see a wide variety of people on the committee but everyone should be a park district resident.

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

**c. Action on Auditor Service Proposal**

Commissioner Nyquist made a motion to approve a three-year contract for auditing services with Sikich LLP in the amount of \$18,500 for fiscal year 2018, \$18,850 for fiscal year 2019 and \$19,250 for fiscal year 2020, seconded by Commissioner Grada.

Commissioner Nyquist stated he remembers conversations from previous year's in which the Board believed it was a good idea to switch auditors every couple of years so staff don't get comfortable. President Young stated that not all auditing companies have park district expertise so the District cannot just choose anyone. He agreed with Commissioner Nyquist about switching auditors but was comforted after realizing there is high turnover in that position, and knowing the District isn't likely to get the same staff year after year.

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

**d. Action to Approve Ordinance 17-03: Annexation of Property**

Commissioner Nyquist made a motion to approve Ordinance 17-03: Annexation of Property, seconded by Commissioner Perkins.

President Young asked if this increases the Districts tax base a little bit.

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

**e. Action to Approve Changes to Administrative Policy 100.30: Temporary Sign Policy**

Commissioner Grada made a motion to approve changes to Administrative Policy 100.30: Temporary Sign Policy, seconded by Commissioner Perkins.

Commissioner Perkins asked if the change was the result of a problem or complaint. President Young asked when temporary signs are usually taken down.

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

**f. Action to Approve Changes to Administrative Policy 400.2: No Idling, No Top-Off**

Commissioner Nyquist made a motion to approve changes to Administrative Policy 400.2: No Idling, No Top-Off, seconded by Commissioner Perkins.

Commissioner Perkins asked if the District already adheres to this policy. Commissioner Nyquist asked how the policy is usually enforced.

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

**g. Action to Approve Staff Meal, Travel, and Lodging Approval Forms**

Commissioner Grada made a motion to approve attached travel meals and lodging forms for staff, seconded by Commissioner Perkins.

President Young asked what the training for Mat Emken, Superintendent of Parks, is specifically for.

Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Young. Nay: None. Absent: Holliday. (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**

President Young asked where the general fund balance number is being calculated from on the year-to-date fund summary report.

Commissioner Nyquist made a motion to approve payment for September open invoices in the amount of \$1,403,518.66 and to approve paid invoices from

September and October in the amount of \$96,050.02, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Young. Nay: None. Absent: Holliday. (4-0-0)

### **VIII. Staff Reports**

Ms. Doll advised that as of today, verbal occupancy had been given for the new maintenance building. President Young asked if everything the Board approved and signed off on had been delivered. Mat Emken, Superintendent of Parks, responded with yes, that everything had been delivered. Commissioner Perkins asked if any neighborhood meetings have been set up to talk about the Kiwanis Park master plan. She stated the community should be the first ones to give their input. President Young stated the Board should talk about the basic parameters of the project first.

### **IX. Executive Session**

Commissioner Nyquist made a motion to go into closed session for the purpose of Review of Executive Session Minutes 2(c)21, Personnel 2(c)1 and Real Estate Acquisition 2(c)5 , seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Young. Nay: None. Absent: Holliday. (4-0-0)

Meeting closed to the public at 7:45 p.m.

### **X. Reconvene Open Meeting**

Meeting reconvened at 8:19 pm.

### **XI. Action on Resolution 2017-08: Release of Closed Session Minutes**

Commissioner Nyquist made a motion to approve Resolution 17-08, a Resolution to release closed session minutes and destroy audio recording of closed session minutes, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Young. Nay: None. Absent: Holliday. (4-0-0)

### **XII. Adjourn Public Meeting**

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

Meeting adjourned at 8:19 p.m.