

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
December 21, 2017
Ellwood House Visitor's Center
509 N. 1st 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 6:02 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 Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, Superintendent of Recreation Bill Ryder, Park Maintenance & Special Projects Team Leader Dave Kessen, and Accounting & Administrative Assistant Emily Bidstrup.

II. Park Maintenance Standards – Ponds and Waterways

Mat Emken, Superintendent of Parks & Development, advised that staff have researched the pros and cons of chemically treating & non-chemically treating District ponds. He gave advantages and disadvantages of each. Level one and Level two water bodies were identified. He received quotes from companies that can chemically treat the ponds starting at \$12,000 a year. Commissioner Nyquist asked how many visits would need to be made if a company is chosen to treat the ponds. Commissioner Grada asked if obtaining the IEPA permit would be the District's responsibility or the contractors. President Young asked if IEPA permits are expensive. Mr. Emken stated they are not expensive and would be the contractor's responsibility.

Natural Buffers were discussed as a non-chemical control. President Young asked if a natural buffer is already in place around the ponds. Commissioner Grada stated willow trees are a good nutrient source. Commissioner Nyquist asked what treatment is done at the golf courses. Scott deOliveira, Superintendent of Marketing & Golf Operations, stated the ponds at the golf courses are not treated. Commissioner Nyquist stated that if a treated pond overflows onto the golf course, it could affect the greens. Commissioner Perkins assumed that any chemicals used on the greens would run into the ponds on the courses. Commissioner Grada mentioned the ponds at Mason/Larson Park & Prairie Park flow directly into the Kishwaukee River.

Commissioner Perkins thanked staff for doing research and stated the goose population is a major cause of the algae. She stated that NIU treats the lagoon and it runs right into the Kishwaukee River. President Young asked if any of the non-chemical controls can be done internally by District staff. Mr. Emken responded by saying a natural buffer can start to be created and staff can be educated on maintenance practices. President Young asked how long and how much it would be to create buffers. He asked if any complaints have been made regarding level one water bodies. He also asked if staff have reached out to NIU to see how their ponds are treated.

III. Managed IT Services Proposals

Mr. deOliveira advised that RFP's were sent out in October and five proposals were received. He highlighted the pros and cons of a managed IT model. Commissioner Holliday asked if the Sikich proposal is from the same company that performs the District's annual audit. Mr. deOliveira pointed out that CMJ Technologies does not offer the managed IT service he's looking for. President Young asked what is included in CMJ Technologies monthly charge of \$1,988. Commissioner Perkins asked if the Office 365 migration is something staff asked for. President Young thought the proposal from MIDCO/AMI can be knocked off the list because they don't recommend Office 365. He stated Office 365 should bring savings to the District because not much hardware is needed. He asked why there is a major price difference between the companies when they offer very similar services. He asked how much is being paid per month to SunDog, the District's current IT company, and wondered why the District can't just hire a full time employee to do the same type of work. Mr. deOliveira advised that even if a full time tech is brought on board, there would still be software/firewall costs. Commissioner Nyquist stated that prior to approving a proposal, he would like to see the drawbacks to a managed IT model. Mr. deOliveira stated that the only drawback would be paying the monthly service fee and not having any problems arise that would require tech work. President Young asked if the District would still be spending the average monthly amount if the SunDog proposal is chosen.

IV. Park Hours

Mr. Emken advised that staff have realized there is no consistency with park hours. He stated DeKalb Police Chief Lowery is a big proponent of parks being open sunrise to sunset vs. dawn to dusk. President Young asked how the public would know when sunrise and sunset are since it changes daily. Commissioner Grada suggested the parks close at twilight. He stated it's nice to walk around the parks at night in the summer. Commissioner Nyquist stated dusk is too ambiguous and suggested including a 10 minute grace period after sunset. Commissioner Grada stated it's hard to define something across the board and believed there needs to be structure. Commissioner Nyquist stated the most important thing is that the hours are uniform and clear and certain parks aren't favored over others. President Young stated his concern with choosing a time that constantly changes. Commissioner Holliday believed changing the hours to sunrise to sunset would make it easier for the police to enforce trespassing.

V. Capital Projects for FY 2019

Amy Doll, Executive Director, advised that some capital projects needed to be cut and an updated list was in the packet.

VI. Policy 100.18 – Program Cancellation/Facility Closings

Due to time restraints, this item was not discussed.

VII. Policy 300.10 – Open Gym Policy

Due to time restraints, this item was not discussed.

VIII. Policy 300.17 – Behavior Management

Due to time restraints, this item was not discussed.

IX. Adjournment

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

Meeting adjourned at 6:59 p.m.

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
December 21, 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 7:05 p.m.

Board members present: President Phil Young, Commissioner Keith Nyquist, Commissioner Patti Perkins, Commissioner Dag Grada and 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, Park Maintenance & Special Projects Team Leader Dave Kessen, and Accounting & Administrative Assistant Emily Bidstrup.

II. Action on the Agenda

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

III. Consent Agenda

- a. Special Board Meeting of November 9, 2017**
- b. Study Session and Public Meeting of November 16, 2017**
- c. Executive Session of November 16, 2017**

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

IV. Public Comments

None

V. Old Business

a. Action on Ordinance 17-05: 2017 Tax Levy Ordinance

Commissioner Nyquist made a motion to approve Ordinance 17-05: Tax Levy Ordinance for 2017 Property Tax Levy in the amount of \$3,953,905, seconded by Commissioner Perkins.

Heather Collins, Superintendent of Finance & Administration, advised that every December the District needs to file its Tax Levy Ordinance with the County. The

amount filed is the best estimate of the total amount the District can receive but the actual amount is expected to be a little less. President Young asked if the amount being filed is the maximum amount that can be levied. Ms. Collins stated it is the maximum without doing a Truth in Taxation Hearing which she did not believe is necessary.

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

VI. New Business

a. Consent Agenda

- i. Administrative Policy 100.1 – Smoke Free Environment Policy**
- ii. Administrative Policy 100.31 – Grievance Procedures Under the ADA**
- iii. Administrative Policy 100.32 – Use of Service Animals by Persons with Disabilities**
- iv. Administrative Policy 100.34 – Employee Committees**
- v. Administrative Policy 200.9 – Data Backup Policy**
- vi. Administrative Policy 200.14 – Computer Password Change Policy**
- vii. Administrative Policy 200.15 – Computer Lock Policy**

Commissioner Nyquist made a motion to approve the Administrative Policy changes to policies 100.1, 100.31, 100.32, 100.34, 200.9, 200.14 and 200.15, seconded by Commissioner Perkins.

Amy Doll, Executive Director, advised that most changes included separating the policy from the procedure and eliminating duplicate policies. Commissioner Nyquist asked if there would be any reason staff would have trouble following the Data Backup Policy if a new managed IT service is chosen. He also asked if staff perform the backups four times a day. Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that those backups are done automatically. Commissioner Nyquist asked if that wording needs to be in the policy then. President Young stated encryption of data is important and asked if there was ever a Computer Password Change Policy. Mr. deOliveira advised it did not exist before this one and the auditors brought it to the Districts attention.

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

b. Action on Resolution 2017-10 – Abatement of Taxes for 3M Company

Commissioner Perkins made a motion to approve Resolution 2017-10: Abatement of Taxes for 3M Company, seconded by Commissioner Grada.

Ms. Collins advised that in an effort to spur the economy in 2014, the Board that was in place approved an Intergovernmental Agreement with 3M. The resolution would lessen their taxes over the next five years. President Young asked what other agencies were included in the IGA and asked if everyone had filed their resolutions. Ms. Collins listed the other agencies and stated only DeKalb Township had yet to file. Commissioner Nyquist referenced the Board discussion in 2014 and would like to ask the City of DeKalb how many employees were paid

\$11/hour through a hiring agency. President Young asked if the 250 employees were transferred from another location or hired locally. He can see why the agreement is made to bring companies to the area, but stated they should eventually be paying taxes like everyone else.

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

c. Action on Ordinance 17-06 – Establishing an Updated Harassment Policy

Commissioner Grada made a motion to approve Ordinance 17-06: Establishing an Updated Sexual Harassment Policy for the DeKalb Park District and Approve related updates to Personnel Policy 3-25, seconded by Commissioner Nyquist.

Ms. Collins advised that the State of Illinois has established an employee ethics act which states that all entities must pass an ordinance that says they have a Sexual Harassment Policy in place. District lawyers & PDRMA were called to make sure the wording was correct. President Young asked how the District would deal with a false and frivolous complaint.

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

d. Action on District Seasonal and Part-Time Staff Pay Rates

Commissioner Nyquist made a motion to approve the seasonal pay rate schedule for Fiscal Year 2019, seconded by Commissioner Perkins.

Ms. Collins advised that HR Manager, Mark Cople, conducted a market analysis of seasonal pay rates to make sure DeKalb's rates were competitive with other districts and local businesses. President Young asked if the minimum and maximum rates are based on skill set or returning employees. Ms. Doll advised that most employees start at the minimum and for every year they return they get a 25 cent raise, however if someone is hired with more experience they might start at a higher rate. Commissioner Holliday asked if the maximum raise an employee can get is 25 cents. President Young asked how much the proposed rate increases would cost the District a year and if positions have to be displaced to cover them. He stated lifeguard positions are very important. Commissioner Holliday stated his concerns with the Golf Course Clubhouse maximum rate and believed it should be raised and equal to the Custodian and Park Seasonal Maintenance maximum rate.

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

e. Action on Contract with N. Harris Computer Corporation for an Electronic Timekeeping System

Commissioner Perkins made a motion to approve the contract with N. Harris Computer Corporation totaling \$24,986.02, seconded by Commissioner Holliday.

Ms. Collins advised that staff researched several companies and N. Harris was the most cost effective option. She stated the District still uses paper time sheets and staff would like to get away from that. President Young asked to describe the mechanics behind the clocks, how it would be utilized and who would be using it. Commissioner Holliday inquired about the maintenance costs of the hardware. Commissioner Grada asked about the mobile/web based login and if a GPS would be utilized to track the employee's login location.

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

f. Action on Contract for Strategic Planning Services

Commissioner Nyquist made a motion to approve the contract with PROS Consulting for the creation of a Strategic Plan for the DeKalb Park District in the amount not to exceed \$14,935, seconded by Commissioner Perkins.

Ms. Doll advised that the Strategic Planning Committee reviewed the proposals received and recommended the District move forward with PRO's Consulting. She stated references are being checked. President Young stated there was a unanimous vote for PRO's Consulting and asked Ms. Doll to highlight some of the reasons the committee chose their proposal.

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

g. Action on Chemical Treatment for Vegetation in District Bodies of Water

Commissioner Perkins made a motion to approve the use of chemical treatment of vegetation exceeding 40% of coverage in District-owned bodies of water and include this practice in the District's park maintenance standards, seconded by Commissioner Nyquist.

Commissioner Nyquist stated he was philosophically opposed to chemicals and the cost associated with them. Commissioner Perkins stated she does not live near a pond and does not use them but it's important the District takes care of their properties and address citizen concerns. Commissioner Holliday agreed with Commissioner Perkins but felt at this time it would be pushing money down the drain. Commissioner Grada mentioned the capital project budget cuts and does not see it as a good utilization of funds. President Young asked if there is another way, besides with chemicals, to address the algae problem fast and with limited funds. Mat Emken, Superintendent of Parks, advised that the elimination of algae is not a short term thing; it is a very slow process. The majority of implementation would be in labor and seed, but a natural buffer could be created with native trees. Commissioner Grada mentioned there is no solid data to use in terms of improvement. President Young asked what other District's are doing to combat algae and if there has been any discussion with biologists. Ms. Doll advised that through her research, the trend has been to create vegetative buffers.

Motion failed by roll call vote. Aye: Perkins, Young. Nay: Grada, Nyquist, Holliday. Absent: None. (2-3-0)

h. Approve Staff & Commissioner Travel to IAPD Conference

President Young suggested adding a second motion to exclude his name since he cannot attend conference anymore.

Commissioner Nyquist made a motion to amend to remove President Young from the list of attendees at the IAPD conference, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Holliday. Abstain: Young. Nay: None. Absent: None. (4-1-0-0)

Commissioner Nyquist made a motion to approve travel, meals & lodging forms for Board and Staff, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

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 for December open invoices in the amount of \$68,770.73 and to approve paid invoices from November and December in the amount of \$92,458.91, seconded by Commissioner Holliday.

President Young asked if the District had received payment from the City of DeKalb for their half of the 4th of July fireworks. Ms. Doll responded yes.

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

VIII. Staff Reports

President Young asked if Comcast is done running lines at the maintenance building and inquired about the bandwidth speed. Mr. deOliveira advised that ComEd told him everything would be done by January 1st, 2018. Commissioner Holliday asked if the lines could have been run when the building was still under construction. Mr. deOliveira advised that the portion being done now could not have been done during construction. President Young asked if the District had received the reimbursement check from the state in regards to the OSLAD grant. Ms. Doll responded no, but a letter has been received that the check will be on its way soon.

IX. Adjourn Public Meeting

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

Meeting adjourned at 8:12 p.m.