

MINUTES
DeKalb Park District
Board of Commissioners Meeting
January 11, 2017
Hopkins Administrative Building
1403 Sycamore Road, DeKalb, IL

Public Meeting
4:00 p.m.

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 4:00 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Karin Johns, Marketing and Communications Manager Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Roger Olsen and Josh Looney.

II. Action on the Agenda

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

III. Public Comments

No public Comment.

IV. Action to Approve Job Descriptions for the Superintendent of Marketing & Golf Operations, Golf Maintenance Superintendent, Golf Maintenance Assistant Superintendent, Golf Clubhouse Operations Manager, and Golf Maintenance Worker Level 2

Amy Doll, Executive Director, started off by saying that the title of the Golf Maintenance Superintendent position has changed. Another change included adding the Golf Maintenance Worker Level 2 position. The person in this position would dedicate all of their time on the job to golf course maintenance vs. splitting their time between the parks department and golf course, which is currently the case. President Young asked if the person in the Superintendent of Marketing & Golf Operations position would be the primary IT person for the District.

Commissioner Grada stated he was curious why the word maintenance is in the title of the Golf Maintenance Superintendent and asked why it can't just say Golf Course Superintendent. Ms. Doll stated that this recommendation came from staff and if it was changed to Golf Course Superintendent it seems like they are only working at one course. President Young stated that he wouldn't want to see the title as Superintendent of Golf Maintenance.

Commissioner Nyquist made a motion to approve Job Descriptions for the Superintendent of Marketing & Golf Operations, Golf Maintenance Superintendent, Golf Maintenance Assistant Superintendent, Golf Clubhouse Operations Manager, and Golf Maintenance Worker Level 2, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Nyquist, Holliday, Young. Nay: None. Absent: Irving.
(4-0-1)

V. Action to Approve Changes to Personnel Policy 1-16: Policy on Grade and Salary Schedule

Commissioner Grada made a motion to approve changes to personnel policy 1-16: policy on grade and salary schedule, seconded by Commissioner Nyquist.

Commissioner Holliday stated he would like to amend the pay grade for the Golf Maintenance Superintendent position. He would like to see that position stay at a level 6 and not be bumped down to a level 5.

Commissioner Holliday made a motion to change the pay grade of the Golf Maintenance Superintendent position from a level 5 to a level 6, seconded by Commissioner Nyquist.

President Young asked Commissioner Holliday if he would like to make any comments on why he wants the change to happen. Commissioner Holliday advised that he believes the position should have been a level 7 to begin with but that it should remain at a level 6. Ms. Doll stated that the pay grade classification takes into consideration the budget they manage, the impact their decisions have on the District, how many people they supervise, etc and that years ago an outside agency advised and created the pay grade levels for the District.

Commissioner Nyquist asked if staff had the difference in pay from a level 5 to a level 6. President Young pulled out a list with that information from a previous Board meeting and presented it.

President Young asked questions about duties that were specific to the Golf Maintenance Superintendent position and the Superintendent of Marketing and Golf Operations position.

President Young asked if there were any other questions about the pay grade schedule as it applies to other positions. Commissioner Holliday stated he looked back at previous meeting minutes but couldn't see where the word Administration was added to the title of the Superintendent of Finance & Administration position. Ms. Doll

stated that the position title was approved in May or June of 2016 when the position was advertised but staff can double check on that.

President Young asked if there were any additional comments on the pay grade schedule change. Commissioner Nyquist stated he hasn't had a lot of time to consider the change but asked a question.

Motion carried by roll call vote. Aye: Grada, Nyquist, Holliday, Young. Nay: None. Absent: Irving. (4-0-1)

President Young asked if there were any additional questions regarding the original action item.

Commissioner Grada made a motion to Approve Changes to Personnel Policy 1-16: Policy on Grade and Salary Schedule, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Nyquist, Holliday, Young. Nay: None. Absent: Irving. (4-0-1)

VI. Action to Authorize Staff to Fill the Golf Maintenance Assistant Superintendent Position

President Young stated that the position needs to be replaced and advised the Board to keep in mind that a modification to the job description was just approved.

Commissioner Holliday asked Shane Bays, Superintendent of Golf, if he knew of anyone that would like to apply for the vacant position. Mr. Bays advised that he knows of people that are interested.

Commissioner Nyquist made a motion to Authorize Staff to fill the Golf Maintenance Assistant Superintendent Position, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Nyquist, Holliday, Young. Nay: None. Absent: Irving. (4-0-1)

VII. Review and Discussion of Tentative Budget for Fiscal Year 2018

While referring to the capital projects priority level handout, President Young asked if the District was only budgeting for the projects listed in green and asked if the top picks of requests came from the Superintendents. Ms. Doll advised that the items highlighted in green are being proposed for FY 2018 budget and that staff worked together to come up with a list of projects and the priority level of each.

President Young reminded everyone that the FY 2018 budget isn't being locked in today so if the priority level on a project needs to be moved, it can be. Commissioner Holliday asked if the projects highlighted in green don't happen this year, can they be switched to yellow priority. Commissioner Nyquist stated that the Board shouldn't expect yellow items to become green but green items can become yellow. Ms. Doll stated that staff are adamant that green items happen and if some green item projects come in under budget, then yellow projects can be moved to green.

Commissioner Nyquist asked about the status of the turf at the Sports & Rec Center and stated that some projects need to be put on a long term schedule and staff need to start thinking about them. Ms. Doll stated that the turf replacement would be in the Districts 5 year plan. Mat Emken, Superintendent of Parks and Development, stated

President Young stated that the Board is anxiously awaiting reports from the Ellwood House in regards to future renovations that are needed. Karin Johns, Superintendent of Finance & Administration, advised that funds are being put into the museum fund balance to be ready for that. President Young mentioned the ongoing issues with the Hopkins Aquatic Center and stated that this issues need to be addressed because staff can't just wait until something happens.

Mrs. Johns presented the FY 2018 budget. Highlights included moving the wages of all parks maintenance staff from the Capital Projects budget to the Maintenance budget, creating additional recreation GL accounts so wage expenses will be separate from supply expenses, and the Superintendent of Marketing & Golf Operation's salary will be split between locations.

President Young asked if the increase in fund allocation for KSRA had anything to do with KSRA acquiring additional agencies. Mrs. Johns stated that the Districts agreement with KSRA states that 50% of the Districts tax levy goes to them and it increased because the Districts tax levy increased. Commissioner Holliday asked what the agreement between KSRA and the District is. President Young asked how the lease amount is determined.

Mat Emken, Superintendent of Parks & Development, presented the parks and museum FY 2018 budgets. Highlights included allocating funds for training and staff development as some staff are getting certifications, the scheduled replacement of the boom truck, and making the windows on the second floor of the Nehring Center energy efficient. President Young asked if the District is still on schedule for the playground replacements. Mr. Emken stated yes, that staff are finishing up at Mason Larson, Lions Park is being completed with the OSLAD grant and Liberty Park is budgeted and a grant has been applied for that project.

Bill Ryder, Superintendent of Recreation, presented the recreation and Hopkins Pool FY 2018 budgets. Highlights included creating an additional GL account for pool manager wages, bringing concessions back to the Sports & Rec Center, moving the basketball league out of Haish Gym so the facility has more open gym times for patrons, bringing the karate program back, keeping the soccer program strong, increasing the rental rates at Kiwanis Park boosting the scholarship golf outing to raise funds for the scholarship program, and identifying upgrades that are needed at the pool. President Young stated he is happy to see the Sports & Rec Center extremely busy on the weekends and praised staff for adding additional cameras for better viewing of the field. He asked how the building is structurally and if funds for maintenance should be budgeted. Mr. Ryder stated that there are issues with the HVAC system and the roof is leaking a little.

Scott deOliveira, Marketing & Communications Manager, presented the golf FY 2018 budget. Highlights included the forecasting of a 7 % increase in revenue due to price and play increases because of golf course improvements, forecasting of a 4½ % increase due to salary allocations, and a deficit of \$50,000 is budgeted.

Commissioner Nyquist referred to page 22 of the FY 2018 Budget report and asked if he were a member of the public, should he be alarmed over the fact that the budgeted numbers are shrinking.

VIII. Action on Tentative Budget for Fiscal Year 2018

Ms. Johns explained the ordinance to the Board and asked the Board what their preference is in regards to appropriating the exact amount that is budgeted or appropriating up to 20% more than the budget. President Young stated that further discussion can be made regarding the ordinance.

Commissioner Nyquist made a motion to Direct Staff to Develop and Post for Public Inspection Ordinance 17-01; Budget & Appropriation Ordinance for FY 2018, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Nyquist, Holliday, Young. Nay: None. Absent: Irving. (4-0-1)

IX. Adjourn Public Meeting

Commissioner Nyquist moved to adjourn the public meeting at 5:22 pm. Seconded by Commissioner Holliday. Motion carried by voice vote.