

MINUTES
DeKalb Park District
Study Session
January 21, 2016
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL

6:30 p.m.

Call to Order: President Phil Young called the Study Session to order at 6:31 p.m.

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Keith Nyquist, Commissioner Bryant Irving and Commissioner Dag Grada.

Staff members present: Mat Emken, Superintendent of Parks and Recreation, Amy Doll, Director of Jane Holdridge, Bill Ryder, Absent: Executive Director Jason Mangum.

Approval of Agenda: Commissioner Irving made a motion to approve the agenda, seconded by Commissioner Nyquist. Motion carried by voice vote.

Dog Park Policies

President Young advised that the dog park is finished and the Board needs to discuss policies. Mat Emken summarized the document that was distributed to the Board. He advised that he had surveyed 11 park districts and asked about smoking policies, methods of access, fees and other specific rules. He advised that only two districts had no smoking policies and those districts that had smoking policies had those policies throughout the district. The other 9 districts did not have issues with smokers at their dog parks. Mr. Emken priced electronic entry systems and they run about \$20,000.

Mr. Emken added that only 2 districts had electronic entry systems, advising that the equipment needs internet access and be climate controlled. Two districts required id badges to access the dog park.

Commissioner Nyquist asked about renting physical keys for a year. Mr. Emken advised that none of the districts had physical keys. Commissioner Nyquist said the biggest issue is aggressive dogs, adding that knowing who owns a particular dog would be helpful in case of an aggressive dog. Commissioner Nyquist said that \$20,000 is a lot of money for an electronic access system.

President Young said that he has noticed that the gate has been wide open and that at a minimum, there needs to be a spring that closes the gate. He also commented about the need for a smoking area. He also was concerned about aggressive dogs, and he wants to be sure that the users of the dog park are safe.

Commissioner Irving said he would like to see an electronic gate at the dog park. He would like

for users to prove that the dogs are vaccinated. He suggested charging residents \$5 per entry and non-residents \$10 per entry.

Commissioner Grada said that his understanding is that the City of DeKalb no longer has a dog tag requirement, but he wasn't sure about the county.

Commissioner Grada asked if the \$20,000 estimate included infrastructure to support the system. Mr. Emken said that it included the climate control structure and the internet access. He advised that the system would be housed on the district's server and the office could tell who entered and what time they entered. Commissioner Irving said that he thinks that the district should purchase a system. Commissioner Irving asked how long it would take to get a better estimate on cost and bring it back to the Board. Mr. Emken advised that he would gather some quotes on the system by the next Board meeting.

President Young advised that the entire budget for the dog park was not used, so there may be money to cover this expense.

Adjournment

Commissioner Irving made a motion to adjourn the study session, seconded by Commissioner Holliday. Motion carried by voice vote.

Meeting adjourned at 6:53 p.m.

**MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Thursday, January 21, 2016
Hopkins Park Community Center
1403 Sycamore Rd., DeKalb, IL
7:00 p.m.**

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

President Phil Young called the meeting to order at 7:03 p.m.

Board members present: President Phil Young, Commissioner Dag Grada, Commissioner Bryant Irving, Commissioner Keith Nyquist, and Commissioner Dean Holliday.

Staff members present: Amy Doll, Jane Holdridge, and Bill Ryder. Absent: Executive Director Jason Mangum.

II. Action on the Agenda

Commissioner Irving made a motion to amend the agenda to add closed session, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. (5-0-0)

III. Action on Minutes from Previous Meetings

a. Study Session and Public Meeting of December 17, 2015

Commissioner Irving made a motion to approve the Study Session and Public Meeting minutes of December 17, 2015, seconded by Commissioner Grada. Motion carried by voice vote.

b. Special Meeting of December 8, 2015

Commissioner Nyquist made a motion to approve the Special Meeting minutes of December 8, 2015, seconded by Commissioner Holliday. Motion carried by voice vote.

c. Special Meeting and Executive Session of December 11, 2015

Due to a perceived error in the minutes Commissioner Nyquist made a motion to remove the Special Meeting and Executive Session minutes of December 11, 2015, seconded by Commissioner Grada. Motion carried by voice vote.

IV. Public Comments

Ed Harvey commented on the dog park policies. He is in favor of charging a user fee, and turning off the lights when not in use.

V. Old Business

None.

VI. New Business

a. Action on Auditor Engagement Letter

President Young was concerned that the quote is just under \$20,000 so that it didn't have to go out to bid and he feels that this should have been out for bid long before now.

Commissioners Holliday and Irving both agreed with President Young and expressed frustration with this coming up at the last minute.

President Young said that he would like to see the District go out for bid now, and asked why the bid was not done in March of 2015.

Ms. Doll explained that because the bid was not done in March, the district has missed the window and with some complicated accounting changes coming up, it would be in the best interest of the district to approve this extension.

President Young asked why the district couldn't go out for bid and have a special meeting to get this done. Ms. Doll advised that it might be rushed and done improperly.

President Young expressed his frustration at getting important documents right before the Board meeting and have to make a decision on a large amount of money. He reiterated that it is so close to the amount that it doesn't have to go out to bid. Commissioner Holliday said that it seems too convenient.

Mr. Emken said that he believes that this does not have to be bid because it is professional services.

Commissioner Nyquist made a motion to approve the Auditor Engagement Letter for one year, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada. Nay: Irving, Young. (3-2-0)

b. Action on Dissolution of the Trails and Trees Committee

President Young advised that this committee was formed in response to the excessive tree trimming by ComEd. The committee has served its purpose and is no longer needed.

Commissioner Irving made a motion to approve the Trails and Trees Committee minutes from January 20, 2016 and dissolve the Trails and Trees Committee, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. (5-0-0)

c. Action on Ordinance 16-01: An Ordinance Amending Section 8.47 of the Park District Code

President Young advised that because the Trails and Trees Committee was dissolved, this section needs to be amended.

Commissioner Grada made a motion to approve Ordinance 16-01: An Ordinance Amending Section 8.47 of the Park District Code, seconded by Nyquist. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. (5-0-0)

VII. Financial Reports

- a. Action on Invoices for Payment
- b. Monthly Financial Summary
- c. Purchase Orders
- d. Budget/Actual Report

Commissioner Irving asked about a charge for gloves. Jane said that was for the golf course. Commissioner Irving then asked about the cleaning services. He wants a detailed invoice. Mr. Emken said it was cleaning supplies for all three buildings. Commissioner Irving said again that he would like a detailed invoice. President Young said that a member of each department should be represented at the Board meeting. Commissioner Holliday asked about hiring of new personnel. Ms. Doll advised that an analysis was done and hiring part time positions for cleaning is best for the district instead of contracted services. Commissioner Irving asked about the people that cleaned before. He also asked who made the decision. Ms. Doll said that she made the decision. She said that those people were not district employees and there was a high level of turnover. Commissioner Holliday asked about the salary. Ms. Doll advised that they are hourly employees but she doesn't know what the salary is. Commissioner Holliday said that this should have been brought to the Board. Commissioner Irving said that he wants the Board to get a detailed invoice on cleaning supplies. Commissioner Holliday said that he would like to see cleaning supplies purchased in DeKalb, not Sycamore. President Young advised that the Board was told in the past that a cleaning service would save the district money, so he is curious why it was not brought to the Board's attention that they were going to get rid of the cleaning service. Commissioner Irving asked about a \$265 charge. Mr. Emken advised that that was a portable air conditioner unit because they got a high temperature alarm in the server room. Commissioner Irving was concerned about the change in the vendor for cleaning supplies. Ms. Doll said that the supplies are being purchased through a government program with lower prices to the district. Commissioner Irving had questions about other items. Commissioner Irving then asked about a copier lease. Ms. Doll said that she does not know what the terms are but she can find out and let the Board know. He then asked about a TBCnet invoice. Ms. Doll said that she didn't have info about the TBCnet invoice. Ms. Holdridge said that TBCnet was entered incorrectly and it should be Sundog. Commissioner Irving said that he thinks that Sundog is raking the district over

the coals. President Young was also concerned about some Sundog invoices. He feels that the district can get items cheaper than at Sundog. He was concerned that the total amount of items could be over the \$20,000 mark that needs to go out to bid. He asked if staff is still getting three bids for items like desktops. Ms. Doll advised that staff is still getting three bids, but these items specifically were related to the phone system.

After a contentious discussion, Commissioner Nyquist made a motion to approve December open invoices in the amount of \$165,682.83 and December paid invoices in the amount of \$21,675.99, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Young. Nay: Holliday. (4-1-0)

VIII. Committee and Staff Reports

a. Ellwood House

None.

b. Plan Commission

Commissioner Nyquist discussed a series of proposed variances for the property next to Castle Bank on Sycamore Road. They are going to be building a couple of buildings close to the trail. Goes before Planning and Zoning next week. This property is not in the City of DeKalb. They will be eventually annexing the property to the City of DeKalb.

c. Trails & Trees Committee

None.

d. Staff Reports

President Young asked about Polarpalooza. Ms. Doll said that everything is on track, but they are hoping for a big snow fall right around February 4th and she would like it to be cold enough for the ice to stay. She is getting a good response from sponsors. President Young asked if the Lions Park Shelter was ready. Mr. Emken updated the Board on the progress of the painting and new windows. He said it will be ready by Polarpalooza.

IX. Executive Session

Commissioner Irving made a motion to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist,

Irving, Grada, Young. Nay: None. (5-0-0)

Meeting closed to the public at 8:04 p.m.

The Board returned to open session at 9:06 p.m.

X. Adjourn Public Meeting

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

Meeting adjourned at 9:06 p.m.