

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
February 7, 2019
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

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

President Phil Young called the meeting to order at 6:00 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, 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. Public Comments

None

IV. Old Business

None

V. New Business

a. Discussion of Administrative Policy 200.17: Investment Policy

Heather Collins, Superintendent of Finance, stated that the District's attorney has looked over the policy. Commissioner Grada asked if the district invests. Ms. Collins advised they have in the past, but it has been a while. President Young asked for explanation of wording that mentioned minor procedural changes could be done by the Superintendent of Finance. He was concerned about changes being made to the policy without the board being notified. Commissioner Perkins recommended the board err on the side of caution with this.

b. Discussion of Nature Trail Expansion & Shodeen Response to Request for Easement

Amy Doll, Executive Director, advised that discussion to extend the Nature Trail had been discussed several years ago and was recently brought up again. Staff reached out to Shodeen to obtain an easement because the district does not currently own the land they are looking to extend on. She stated that while Shodeen staff were agreeable, they gave the District some conditions and wanted acceptance of a transfer of a certain parcel of land related to the Irongate Development. Ms. Doll continued by saying the district decided in 2013 to not accept the aforementioned parcel of land. President Young remembered the previous meetings and disagreements with Shodeen. He stated his biggest concern is opening the discussion again just to get shot down for a second time. Commissioner Nyquist referenced previously approved board minutes with unsuccessful discussions and “take it or leave it” offers from Shodeen. He stated he could not sleep at night knowing that the district was forced to take a piece of land they did not want just to extend the Nature Trail. Commissioner Nyquist believed extending the trail is a good idea but wondered why an easement is needed when the District is guaranteed to get the parcel of land needed for the extension. Ms. Doll advised that it would speed along the process. President Young referenced the draft agreement letter from Shodeen and asked if Ms. Doll responded. She said she did but had not yet received a response. President Young said his view had not changed and he does not want to accept the 2.83-acre parcel. He advised Shodeen be notified of that decision if the board all agreed. Commissioner Perkins believed Shodeen is just looking to give the District useless land. Commissioner Nyquist believed it is not in the District’s best interest to own or take that land. Commissioner Grada believed the Nature Trail extension to be desirable but he did not think it is a critical need given the circumstances. There was a consensus from the board to not accept the 2.83-acre parcel of land.

c. Discussion of Overlook Park Playground Replacement

Mat Emken, Superintendent of Parks, advised that for FY2020, \$40,000 was budgeted for playground equipment replacement and \$22,000 was budgeted for installation and other site upgrades at Overlook Park. He was excited to announce that the district received a Playcore matching funds grant for the project. Mr. Emken presented two options for replacement equipment and said there will be a public input meeting scheduled for next week. President Young asked if there were any restrictions on the grant. Mr. Emken advised that the designs can be changed but the matching funds grant only covers the cost of the composite structures. President Young stated the designs look very basic and would like to see options with more variety. Commissioner Perkins asked if the current structure is in good shape and asked what the typical life span of a play structure is. Mr. Emken answered 18-20 years.

d. Discussion of Finance Division Job Descriptions and Superintendent of Marketing & Golf Operations of Merit Pool

Ms. Doll advised that staff have been reviewing all full-time positions within the District. The major proposed change is transferring IT duties from the Superintendent of Marketing & Golf to the Superintendent of Finance. President Young asked what the IT duties look like. Commissioner Perkins expressed concerns over the change, recommending that the Superintendent of Finance

should be spending time on things like grant writing and she recommended the IT duties be assigned to the HR & Payroll Manager.

e. Discussion of Merit Pool

Ms. Doll advised that there is \$27,930 budgeted in FY2020 for merit increases for non-collective bargaining unit employees. A 2% increase would be for standard of living costs and a 1% increase would be for merit. Each employee would also receive \$300 for each goal achieved, up to three goals. She stated that employees are reviewed on a yearly basis. President Young wondered who sets the goals and asked for explanation of the process. He also asked if staff need to “exceed expectations” to be eligible for the goal bonus. Ms. Doll stated no, that staff receive the goal bonus for just completing a goal. President Young asked what the standard of living costs percentage increase was last year. He urged staff to be careful about just adopting whatever the CPI is. Commissioner Holliday asked how staff arrived at the budgeted lump sum number. Commissioner Perkins suggested calling the automatic increase something generic rather than a standard of living increase. President Young pointed out the increase allocations change every year and would like to see a standard allocation moving forward. Commissioner Holliday stated it is hard to see tax payer’s money used for staff increases and bonuses. Commissioner Perkins asked what increase the collective bargaining unit employees receive. Ms. Doll stated they will see a 2.5% increase.

f. Discussion of Board Meeting Schedule for FY 2020

Ms. Doll presented a board meeting schedule that would be the same format as FY 2019, with board meetings on the 1st and 3rd Thursday of each month with exceptions in June, July & August. Other exceptions were made for meeting dates that fall on holidays and the week of conference. President Young stated he liked the proposed schedule.

g. Discussion of Contract with Sundog for IT Services

Scott deOliveira, Superintendent of Golf & Marketing, advised it had been one-year since the managed IT contract with Sundog had been signed so it needs to be evaluated again. Sundog proposed carrying on the current agreement and keeping the same fee structure. Mr. deOliveira stated staff have been happy with the service. President Young asked when an RFP for this type of service needs to be issued again. Ms. Doll advised that by law, the district would never have to issue an RFP but as an internal, general rule, it should be looked at every 3-5 years. President Young urged staff to be cautious when working with vendors who will say you are not allowed to switch and must work with them. He stated that if staff feel an RFP should be issued, then it should be issued at any time. Commissioner Holliday would like staff to get three bids.

h. Joint Review Board Report

Ms. Doll advised that there had been JRB meetings on January 25th and February 1st. Primary topics included discussing how the City would be working with other taxing bodies and the JRB to bring back trust and also to create an intergovernmental agreement. She stated that the City is looking at adopting Chapter 37 “Tax Increment Financing Regulations” into their municipal code.

President Young encouraged the board members to look at the Chapter 37 document and do some research since it will affect the DeKalb Park District. Ms. Doll highlighted three options for surplus payments that the City is proposing. President Young believed Option 1, the Surplus Alternative, would be the best option since it does not require the District to make a statement on TIF 3..

VI. Adjourn Public Meeting

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

Meeting adjourned at 7:44 p.m.