

**MINUTES**  
**DeKalb Park District**  
**Study Session of the Board of Commissioners**  
**February 15, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> Street, DeKalb, IL**

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

- I. Meeting Called to Order and Roll Call:** President Phil Young called the Study Session to order at 6:03 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, Roger Olsen and Accounting & Administrative Assistant Emily Bidstrup.

**II. TIF Discussion**

Jason Michnick, City of DeKalb Economic Development Planner, discussed TIF funds. He stated that TIF funds should be used for supporting development in economically challenged areas. The City looked at how the funds were previously used and what was successful and what wasn't. Mr. Michnick mentioned the DeKalb Park District received funds to improve the Ellwood House and highlighted what TIF funds were distributed to which taxing bodies. President Young asked if the City will be more aggressive with ordinance enforcement up keep of the newly developed buildings. He also stated a major problem with NIU's campus is that students don't have a lot of places to walk to close to campus. Commissioner Perkins asked if DeKalb's declining population and NIU's declining enrollment have been considered in the plans. Mr. Michnick advised that staff are wanting to make DeKalb a better place for students to come and a better walk ability town. Commissioner Nyquist asked if the Ellwood House is included in the TIF district boundaries. Mr. Michnick responded no, but that it might be added. Commissioner Nyquist asked if City staff have discussed how parks play a role as an economic and community recreation development tool and if the Northland Plaza was funded by TIF funds.

**III. Recreation Facility Usage Discussion**

Bill Ryder, Superintendent of Recreation, advised that the usage of both Haish Gym and the Sports and Recreation Center are being evaluated in order to expand recreational offerings. Changes included moving the fitness center from Haish Gym to Sports and Rec, adding teen programming space at Haish Gym and changing the name of Haish Gym to

Haish Gym & Recreation Center. President Young stated that he recently went to Haish Gym and was impressed at how busy it was. Commissioner Holliday asked if the hours would stay the same if the fitness center was moved.

#### **IV. Special Use Permits/Alcohol Permits**

Amy Doll, Executive Director, advised that there has been further talk with the District's insurance company and attorney after alcohol sales at Hopkins Park were tested last summer. There are three types of events for which permits would be issued which include private events, public events held by the District or public events held by an outside organization. President Young asked if District staff would be required to be present at an event held by an outside organization and if they would help in the cleanup process. Ms. Doll advised no but appropriate staff would need to be available by phone if problems arise. President Young asked if a group would be able to rent again if a problem were to arise. Commissioner Holliday asked who is at fault if a problem arises and the group did not get a permit. Commissioner Grada asked if all alcohol would be allowed or just beer and wine. President Young believed it should be restricted to beer and wine for the first year. Commissioner Perkins asked what type of alcohol is available at weddings held in the terrace room. Commissioner Grada asked if alcohol permits would be available at all rentable facilities or restricted to a select few. Ms. Doll stated that was open to discussion. Commissioner Holliday asked if beer and wine are available at District sporting events. President Young asked for more information and further discussion at the next meeting.

#### **V. New Administrative Policy on Gifts**

Commissioner Nyquist suggested changing the word church to something more inclusive like place of worship.

#### **VI. Vehicle & Equipment Replacement Philosophy**

Mat Emken, Superintendent of Parks, advised that the District is currently following the "drive it until it dies" philosophy but going forward he would like to have a more comprehensive plan to help the District prepare for the future. Replacement philosophies included an aggressive replacement schedule, a conservative replacement schedule or staying with the current philosophy. Mr. Emken recommended the aggressive replacement schedule but knows that it will not happen given the District's current financial status. Commissioner Holliday asked if Tommy lifts are needed on every truck. Mr. Emken stated they are safer for staff to use and give the truck a higher resale value. Commissioner Perkins asked for the greatest resale value on a 12 year old pickup truck. Commissioner Holliday asked if vehicles would be purchased via a dealer or state contract. President Young asked if the District would get rid of the old vehicle after purchasing the new one. Ms. Doll advised that the philosophy is not about adding to the fleet but rather knowing the replacement schedule of the current fleet. President Young believed a government agency should not be driving around in vehicles with major rust on them. Commissioner Nyquist asked staff to price out the trade in/auction value for vehicles given each of the replacement schedules. Commissioner Grada stated that the conservative replacement schedule makes

the most sense and that it would be wise to get the whole fleet up to date before starting the cycle. President Young would like to see staff stay away from their current philosophy and asked for more information at the next meeting.

## **VII. Adjournment**

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

Meeting adjourned at 6:59 p.m.

**MINUTES**  
**DeKalb Park District**  
**Public Hearing of the Board of Commissioners**  
**February 15, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> Street, DeKalb, IL**

**Public Hearing**  
**7:00 p.m.**

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

**Board Members Present:** President Phil Young, Commissioner Keith Nyquist, Commissioner Patty 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, Roger Olsen and Accounting & Administrative Assistant Emily Bidstrup.

**Public Hearing to Receive Public Comments Concerning the Proposed Budget and Appropriations Ordinance 18-01 for the DeKalb Park District for the Fiscal Year March 1, 2018 to February 28, 2019**

Heather Collins, Superintendent of Finance & Administration, advised that staff have made changes to the Budget and Appropriations Ordinance. Changes included an increase of \$4,000 in capital projects for a golf course mower and splitting capital projects into two funds to make for better accuracy and detail.

President Young asked for public comment. Hearing none, Commissioner Nyquist moved to adjourn the public hearing, seconded by Commissioner Perkins. Motion carried by voice vote.

Public hearing adjourned at 7:07 p.m.

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**February 15, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> 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 7:07 p.m.

**Board Members Present:** President Phil Young, Commissioner Keith Nyquist, Commissioner Patty 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, Roger Olsen and Accounting & Administrative Assistant Emily Bidstrup.

**II. Action on the Agenda**

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

**III. Consent Agenda**

- a. Special Board Meeting of January 4, 2018**
- b. Study Session and Public Meeting of January 11, 2018**
- c. Executive Session of January 11, 2018**

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**

- a. Action on Ordinance 18-01: Budget and Appropriation for the Fiscal Year March 1, 2018 to February 28, 2019**

President Young advised that the Budget and Appropriation Ordinance is the document the Board has been discussing and now includes the additions mentioned in the public hearing. Commissioner Nyquist stated that he believes

ComEd should pay for half of the nature trail improvements since they are the ones mandating the trees be cut.

Commissioner Nyquist made a motion to amend Ordinance 18-01: Budget and Appropriation to include a reduction in the nature trail improvement budget from \$40,000 to \$20,000 and for ComEd to pay the difference, seconded by Commissioner Perkins.

Commissioner Nyquist stated a \$10,000 grant contribution from ComEd is not enough and that they should pay more towards improvements. Commissioner Perkins stated she is concerned that would further the delay on the improvements and urged staff to move ahead. President Young and Commissioner Holliday both agreed. Commissioner Grada agreed with moving ahead but would like to see ComEd help further with the project.

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

Commissioner Grada made a motion to approve Ordinance 18-01 Budget and Appropriations Ordinance for the Fiscal Year March 1, 2018 through February 28, 2019, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. Nay: none. Absent: None (5-0-0).

**b. Action to Approve the Operating Budget Document for the Fiscal Year March 1, 2018 to February 28, 2019**

Commissioner Grada made a motion to approve the operating budget document for the Fiscal Year March 1, 2018 through February 28, 2019, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. Nay: None. Absent: None (5-0-0).

**VI. New Business**

**a. Action on Resolution 18-01: Fund Balance Accumulation for Special Recreation Fund**

Commissioner Nyquist made a motion to approve Resolution 18-01: Authorizing the Accumulation of Funds for Compliance with the Americans with Disabilities Act and the Park District's ADA Compliance Plan, seconded by Commissioner Perkins.

Heather Collins, Superintendent of Finance & Administration, advised that the District needs to acknowledge that \$500,000-\$1,000,000 can be accumulated within the Special Recreation Fund to use for potential ADA projects.

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

**b. Action on Resolution 18-02: Fund Balance Accumulation for Museum Fund**

Commissioner Grada made a motion to approve Resolution 18-02: Authorizing the Accumulation of Funds for Compliance with the Ellwood Association's Historic Structures Report, seconded by Commissioner Perkins.

Ms. Collins advised that the District's estimated contribution would be \$200,000-\$300,000 but she felt safer saying about \$120,000. President Young asked if the District would be paying the Ellwood Association directly or the vendors doing the work.

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

**c. Action on Merit Increase Pool for FY 2019**

Commissioner Nyquist made a motion to approve the merit increase pool for non-collective bargaining unit staff of \$25,199 for fiscal year 2019, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. Nay: None. Absent: None (5-0-0).

**d. Action on Contract with Sundog for Managed IT Services**

Commissioner Nyquist made a motion to approve the proposal from Sundog IT for managed IT services, seconded by Commissioner Perkins.

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that staff recommend moving forward with the proposal from Sundog. President Young asked if the contract was for one year and asked if the fee for migrating to Office365 was a onetime fee. He pointed out that the contract does not include hardware costs.

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

**e. Action on Board Meeting Schedule for FY 2019**

Commissioner Grada made a motion to approve the Board meeting schedule for fiscal year 2019, seconded by Commissioner Perkins.

Ms. Doll proposed having meetings on the 1<sup>st</sup> & 3<sup>rd</sup> Thursdays of every month to operate more efficiently. She stated the first meeting would be to discuss items and the second meeting would be to take action on items. President Young stated that sometimes there is not enough time in a one hour study session to discuss every topic on the agenda. He mentioned that special topic meetings would be scheduled on an as needed basis. Commissioner Perkins suggested having one meeting a month in November and December because of the holidays. She also mentioned being cautious of having meetings if there is nothing to be discussed simply because they are scheduled. President Young agreed. Commissioner Nyquist pointed out the December 20<sup>th</sup> meeting being very close to Christmas.

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

**f. Action on Policy 100.18 – Program Cancellation/Facility Closings, Policy 300.10 – Open Gym Policy, and Policy 300.17 – Behavior Management**

Commissioner Nyquist made a motion to approve the administrative policy changes to policies 100.18, 300.10 and 300.17, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. Nay: None. Absent: None (5-0-0).

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

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

**h. Action on Projects Over \$10,000:**

**i. Ford F-250 4x4 Truck**

Commissioner Grada made a motion to approve the purchase of a new F250 pickup truck from Landmark Ford through Illinois State Contract number 4018300 in the amount of \$32,748.00, seconded by Commissioner Nyquist.

Mat Emken, Superintendent of Parks, advised on the replacement of a 1999 Dodge Ram pickup in order to keep repair costs and downtime to a minimum. Commissioner Nyquist asked if the ball field crew would be using the new truck. President Young asked if another truck could be repurposed and used and then a new one purchased in the future. Mr. Emken responded that every vehicle the District owns is currently being used. Commissioner Perkins asked if a new truck would be added to the fleet with this purchase. Mr. Emken responded no. President Young asked if the new truck would be the start of the conservative replacement schedule discussed in the study session, how many vehicles in the current fleet fit 3 people and how many vehicles are currently sitting vacant. Commissioner Perkins asked Ms. Doll if the purchase was fiscally responsible given the restrictive budget. Ms. Doll stated it would be fiscally irresponsible to not make the purchase. President Young made it clear the old truck needs to be gotten rid of if the new one is purchased.

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

**ii. Golf Course Mower**

Commissioner Nyquist made a motion to approve the quote of Reinders for purchase of a TORO Reelmaster 3555-D fairway mower in the amount of \$45,287.97, seconded by Commissioner Grada.

Mr. deOliveira advised that this purchase would be directly replacing the 19 year old John Deere mower currently being used at Buena Vista. He stated it is no

longer cost effective to keep the current one going given its current state. Commissioner Holliday asked if the current mower is a hand me down from River Heights. President Young asked for the age and the current status of the mowers at River Heights. Commissioner Nyquist asked what the life expectancy would be of the TORO mower. Commissioner Perkins asked if the current mower is operational. Mr. deOliveira stated no. President Young asked if mowers can be leased.

Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. 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 February open invoices in the amount of \$381,785.89 and to approve paid invoices from January in the amount of \$105,653.25, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. Nay: none. Absent: None (5-0-0).

## **VIII. Staff Reports**

President Young thanked all the staff and volunteers for a successful PolarPalooza event. He saw a lot of happy people and believed the turnout was very good.

## **IX. Executive Session**

Commissioner Nyquist made a motion to go into closed session for the purpose of Setting a Price for Sale or Lease of Real Estate 2(c)6 and Personnel 2(c)1, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Young, Perkins, Grada, Holliday, Nyquist. Nay: none. Absent: None (5-0-0).

Meeting closed to the public at 8:02 p.m.

## **X. Reconvene Open Meeting**

Open meeting reconvened at 8:31 p.m.

## **XI. 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 8:31 p.m.