

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
February 16, 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 6:00 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Karin Johns, Superintendent of Marketing & Golf Operation Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Golf Clubhouse Operations Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Landscape and Horticulture Team Leader Kevin Bock, Jeff Zweifel and Josh Looney.

II. Ellwood Association Strategic Plan

Ellwood House Executive Director, Brian Reis, presented the Ellwood House Strategic Plan. It was completed internally and started in 2015 with a group of people who assessed the vision, core values, the mission statement, etc. Commissioner Nyquist asked how the stakeholders were chosen. Commissioner Holliday asked if everything in the house was authentic. Mr. Reis stated the plan focused on four strategic priorities which included Stewardship of Museum Site and Collections, Public Engagement, Governance and Resource Development, and Strengthening the Team. He then highlighted what needs to get done in the next 5 years.

III. Strategic Plan Presentation

Managing Partner at Relationships Matter Now, Denise Barreto, presented the benefits of a Strategic Plan to the District. She highlighted her background, the type of clients she services and explained the difference between strategic plans, master plans and comprehensive plans. She stated that municipalities must have both comprehensive and master plans but do not need to have a strategic plan. She asked the District to access its purpose, values, vision, strategies and short & long term actions. Depending on the wants and needs of the District, the range for this type of service could be \$4,500-\$10,000. President Young asked how long it would take to create a strategic plan for the District. Ms. Barreto stated she likes them to be completed in 90 days or less. President Young

asked if Ms. Barreto would send out surveys to the public to gather information.

IV. Maintenance Building Discussion

John Dzarnowski from FGM Architects described the bids that were received and identified what items could be removed from the project to lower the costs to be within the District's budget. Commissioner Holliday asked what the bid overage percentage was and asked to elaborate on the bad soil at the site. Commissioner Nyquist asked if the overage percent was consistent on all of the bids that were received. Mr. Dzarnowski advised the percentage wasn't consistent on the bids themselves but prices are increasing on projects. Commissioner Nyquist asked how long the increase in pricing has been going on. Commissioner Holliday believed that the bids would come in cheaper out in DeKalb. President Young asked if testing of the soil was done before the project went out to bid since it came back unfavorable. Mr. Dzarnowski stated that they did not have that information when they went out to bid.

President Young asked if the safe room was an added feature. Mr. Dzarnowski advised that it was requested to add by the District staff. Mat Emken advised that staff agreed that it can be removed from the project. Commissioner Holliday asked if the reasoning behind removing the safe room was because most staff is not in the building during the day. President Young asked if a 50 gallon water heater is adequate. President Young asked about the price difference in furnaces. President Young asked Mr. Dzarnowski if he believed there was anything on the cost savings list that they should keep and asked Mr. Emken if there was a general consensus from District staff that the changes are good.

Commissioner Holliday asked if the heaters were saved from the old building that was torn down. Mr. Emken advised that the engineers didn't think they would meet the energy code. Commissioner Holliday continued by saying that using the old heaters would save money and the new building would not need to be heated at full strength all day long. Commissioner Nyquist pointed out the reduction in lighting cost savings and asked if safety will be an issue as a result. Mr. Dzarnowski advised that a less expensive fixture will be used. Commissioner Nyquist asked why the less expensive fixture wasn't chosen in the first place. Mr. Dzarnowski advised that a different manufacturer was used for the fixtures. Ms. Doll stated that the values came from the contractors who picked the manufacturers.

V. STEAM Center Discussion

President Young made it clear that his statements are specifically his views and not the Boards. He stated he supports bringing more arts, science and math to students in the area and fully supports the concept of STEAM as a structure however he does not believe a building needs to be built since there are plenty in the area. Commissioner Nyquist asked if the letter the District wrote in support discussed the idea of how the center would be funded. Ms. Doll stated that the funding was not discussed, just the District's support was given. Commissioner Nyquist asked if it would be a fair statement to say that the Board was in support of the concept of the center but not on the funding. President Young stated

he asked the lady who gave the presentation at a previous board meeting if they were looking for funding from the District and she stated no. President Young stated that he does not want it to look like the Board is supporting the funding of the center. Commissioner Nyquist made it clear that the Board and District were silent on TIF funding and agreed with President Young about wanting to encourage students.

VI. Adjournment

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

Meeting adjourned at 6:57 p.m.

MINUTES
DeKalb Park District
Board of Commissioners Meeting
February 16, 2017
Ellwood House Visitors Center
509 N. 1st St., DeKalb, IL

Public Hearing

Call to Order: President Phil Young called the Public Hearing to order at 7:01 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Karin Johns, Superintendent of Marketing & Golf Operation Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Golf Clubhouse Operations Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Landscape and Horticulture Team Leader Kevin Bock, Jeff Zweifel and Josh Looney.

Public Hearing to Receive Public Comments Concerning the Proposed Budget and Appropriations Ordinance 17-01 for the DeKalb Park District for the Fiscal Year March 1, 2017 to February 28, 2018.

President Young asked if there were any comments on the proposed budget. Hearing none, Commissioner Nyquist moved to adjourn the public hearing and Commissioner Holliday seconded the motion. Motion carried by voice vote. President Young closed the public hearing at 7:03 p.m.

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DeKalb Park District
Study Session of the Board of Commissioners
February 16, 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 7:01 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Karin Johns, Superintendent of Marketing & Golf Operation Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Golf Clubhouse Operations Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Landscape and Horticulture Team Leader Kevin Bock, Jeff Zweifel and Josh Looney.

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

a. Special Meeting of January 5, 2017

Commissioner Nyquist made a motion to approve the meeting minutes from the Special Meeting of January 5, 2017, seconded by Commissioner Holliday. Motion carried by voice vote.

b. Special Meeting of January 11, 2017

Commissioner Nyquist made a motion to approve the meeting minutes from the Special Meeting of January 11, 2017, seconded by Commissioner Grada. Motion carried by voice vote.

c. Study Session and Public Meeting of January 18, 2017

Commissioner Nyquist made a motion to approve the meeting minutes from the Study Session and Public Meeting of January 18, 2017, seconded by Commissioner Holliday. Motion carried by voice vote.

d. Executive Session of January 18, 2017

Commissioner Grada made a motion to approve the meeting minutes from the Executive Session of January 18, 2017, seconded by Commissioner Holliday. Motion carried by voice vote.

e. Special Meeting of January 31, 2017

Commissioner Nyquist made a motion to approve the meeting minutes from the Special Meeting of January 31, 2017, seconded by Commissioner Grada. Motion carried by voice vote.

IV. Public Comments

None

V. Old Business

a. Action on ORDINANCE 17-01: Budget and Appropriations for the Fiscal Year March 1, 2017 to February 28, 2018

Superintendent of Finance & Administration, Karin Johns, highlighted the changes. Commissioner Nyquist asked if there would be an effect in the legal timeline since the changes were made after the budget document was posted. Mrs. Johns stated no, but the changes would just have to be reviewed in the meeting. Commissioner Nyquist asked if there would be a reason to have any concern after looking at the budget document and stated that he didn't want something to get changed and not give the public anytime to look over it. President Young made sure that the budget document doesn't need to be posted for 30 days every time a change was made to it and asked if it was going to be posted for the public.

Commissioner Grada made a motion to approve Ordinance 17-01 Budget and Appropriations Ordinance for the Fiscal Year March 1, 2017 through February 28, 2018, seconded by Commissioner Nyquist. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

b. Action to Approve the Budget Document for the Fiscal Year March 1, 2017 to February 28, 2018

President Young asked if the Lions Park OSLAD Project was still moving forward as planned and if the Welsh Park improvements budget line included the installation of benches. Ms. Doll stated that those improvements were being split between Welsh Park and Prairie Park with 5 bench installations at each. President Young stated this was a good start of improvements at Welsh Park. Commissioner Holliday asked for elaboration on the Hopkins front remodeling allocations on page 15 of the budget binder and asked if the figure included adding a new awning.

Commissioner Grada made a motion to Approve the Operating Budget Document for the Fiscal Year March 1, 2017 through February 28, 2018, seconded by Commissioner Nyquist. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

VI. New Business

a. Action to Declare Board Vacancy

President Young advised that now would be the proper time to talk about finding a replacement. He explained how Board vacancy has been dealt with in the past and gave options on how to go about filling the position. He stated that by the next board meeting something should be decided on how to fill the vacancy. Commissioner Holliday agreed and mentioned that people might not even know there is a vacancy so putting it in the paper and on the website would be a good option. Commissioner Nyquist mentioned putting together a press release for the paper. President Young made it clear that anyone who is interested in serving as a member of the Board must open minded, able to work with other members of the board, and willing to represent the Park District and not themselves. President Young stated that process for filling the vacancy could be talked about at a special meeting. Commissioner Nyquist asked if a plan can be approved in the next 5 minutes and stated that he would like to get a plan approved as soon as possible. Ms. Doll stated that an action to approve is not on the agenda. General consensus was to approve a plan at the next special meeting.

Commissioner Nyquist made a motion to Declare a Vacancy on the DeKalb Park District Board of Commissioners, seconded by Commissioner Holliday. Motion carried roll call vote. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

b. Action to Approve Merit Increase Pool for FY 2018

President Young stated that the District is not in debt and pretty solid financially in terms of funding. He advised that this merit increase has been granted almost every year but he wants the District to be fiscally responsible to the public they represent. He continued by saying that every time the dollar amount increases, the District needs to look at what it does to the budget. He stated that it isn't fair when merit increases are given to people who just do their job, that those who go above and beyond are the ones that should be rewarded. He continued by saying that he would assume bonuses would be done equally between departments and staff members have taken on additional duties lately. Commissioner Nyquist asked if voting yes meant that all the allocated money would be given. Ms. Doll stated no but that max amount that could be given is what is budgeted. Commissioner Nyquist asked what metric the cost of living increase is based on. Commissioner Holliday asked if everyone would receive the cost of living increase.

Commissioner Nyquist made a motion to Approve the merit increase pool of \$43,760 for fiscal year 2018, seconded by Commissioner Grada. Motion carried roll call vote. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

c. Action to Approve Board Meeting Schedule for FY 2018

President Young stated his support of Option B to cut down on the amount of special meetings taking place. He pointed out that Option B is showing the meeting locations whereas Option A's meeting location would probably be the Ellwood Visitors Center. He stated that he does not think it's a good idea to have meetings where that space could be rented and mentioned other locations within the District that the meetings could take place at. He advised that the meeting dates are decided on Option B so fewer logistics have to go into deciding when the special meetings could be coordinated. Commissioner Holliday advised that one meeting a month is sufficient and would like to see that be the case.

Commissioner Nyquist made a motion to Approve Option A for the Board Meeting Schedule for Fiscal Year 2018, seconded by Commissioner Grada. Motion carried roll call vote. Aye: Holliday, Grada, Nyquist. Nay: Young. Absent: None. (3-1-0)

d. Action on Projects Over \$10,000

i. Construction of New Maintenance Building

President Young stated that the new building is long overdue and he is glad to see the District moving forward on the project and getting the figures lowered. Commissioner Holliday asked how much dirt was going to be relocated. President Young asked about the potential cost to the District for the soil preparation work. John Dzarnowski from FGM Architects stated there is a \$30,000 allowance covered in the bid. Commissioner Nyquist asked where the \$30,000 allowance would go if it wasn't used. Ms. Doll advised that it would go into capital projects or the fund balance.

President Young asked what was known about Larson & Larson Builders, if they kept on schedule and on budget. Mr. Dzarnowski advised that they have been good to work with and a reference check was performed and there have been no causes for concern. President Young asked how many people bid. Commissioner Nyquist asked what guarantee the District has that the final billing would be \$1.4 Million. Ms. Doll stated that this would be in the contract that would be signed with Larson & Larson.

Commissioner Nyquist made a motion to approve the bid of Larson & Larson Builders for the construction of a new maintenance building in the amount of \$1,684,985.00, seconded by Commissioner Grada. Motion carried roll call vote. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

e. Action on Value Engineering Change order for Maintenance Building

President Young stated he sees the \$30,000 discrepancy for the soil being a problem and asked if all of the other numbers were locked in. Commissioner

Holliday asked if the Board would be notified if the \$30,000 isn't used. Ms. Doll stated that they will be notified if it needs to be used.

Commissioner Nyquist made a motion to approve the value engineering change order for the maintenance building, seconded by Commissioner Holliday. Motion carried roll call vote. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

VII. Financial Reports

- a. Action on Invoices for Payment**
- b. Action to Approve Staff Meal, Travel, and Lodging Approval Forms**
- c. Monthly Financial Summary**
- d. IT Summary**
- e. Board & Staff Travel Expense Summary**
- f. Budget/Actual Report**

President Young stated his concern over the order of the action items and suggested rearranging item B under Item D. He asked questions on the travel forms and mentioned putting two forms on one sheet to save paper. He asked for input from the other Board members.

Commissioner Nyquist made a motion to approve February open invoices totaling \$376,347.25 and to approve paid invoices from January and February in the amount of \$176,583.98, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (4-0-0)

VIII. Staff Reports

- a. Ellwood House**

- b. Staff Reports**

President Young asked for an explanation of the last bullet point on the Finance Report regarding the auditing of employees payroll. President Young mentioned the cancellation of PolarPalooza and asked if it was decided yet to turn the event into several smaller events throughout the winter. Ms. Doll advised that a final decision was not made yet.

IX. Executive Session

Commissioner Holliday 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 Performance of Occupant of Public Office, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

Meeting closed to the public at 7:47 p.m

X. Reconvene Open Meeting

Meeting opened to the public at 8:46 p.m.

XI. 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 8:46 pm