

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
March 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 Marketing & Golf Operations 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, Golf Maintenance Superintendent Shane Bays, Golf Maintenance Assistant Superintendent Adam Anderson, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Roger Olsen, Kevin Bock.

II. Morton Arboretum Presentation

Tricia Bethke, Forest Pest Outreach Coordinator at the Morton Arboretum, presented her findings after observing the nature trail. She noticed that the trail is quiet meaning she does not hear a lot of wildlife, and recognized the commitment to the cutting on the trail from ComEd. She stated that most of the removal taking place is of the Sumac trees which she believes are not really good for anything. She highlighted her thoughts for restoration which included creating stepped layers that are found in a healthy ecosystem which attract wildlife, and not planting the same species throughout the path. She stated she sees potential for this site since ComEd has identified the nature trail as a priority site which means the DeKalb community is receiving their attention. Ms. Bethke advised on what the next steps would look like which included creating an inventory of the current species, coming up with goals for the trail, strengthening partnerships including one with ComEd and creating a planting & maintenance plan.

Commissioner Nyquist asked where the money would come from since the tree budget was cut in half this year. He also addressed Ms. Bethke and asked why she advised the District to trust ComEd and partner with them. Ms. Bethke advised that she has trained ComEd's forest managers on tree health and was surprised, in a good way, with their performance. She stated she wouldn't be helping the District if she didn't think the site had potential.

President Young stated that now is not the time for public comment unless the Board votes

for it. Commissioner Nyquist motioned for public comment during the study session, no second. Motion failed. President Young stated that there is currently no plan for the trail and it would be wise to allocate some money towards this project then inquired about a timeline.

III. IPRA/IAPD Distinguished Accreditation Program

Executive Director, Amy Doll, advised the Board on the process of the District becoming accredited again and suggested starting with a self-evaluation. She stated that the process takes 1-3 years and entails hard work but believes that it would help set goals, policies and procedures for District staff. President Young mentioned the \$500 fee and inquired about how much was spent the last time the District went through this process. President Young asked if the Board would be notified if anymore costs associated with the program came up. A general consensus to support was reached.

IV. Golf Position Discussion

Superintendent of Marketing & Golf Operations, Scott deOliveira, advised on the new position titled Assistant Golf Maintenance Superintendent (in-training) and mentioned how the golf course employs one IMRF employee. He highlighted the minor changes to the job description which included requiring a higher degree of expertise and giving the person in that position more responsibility. President Young had questions about the job title, the anticipated hours and their supervisory duties. Commissioner Holliday stated that this would be a great position for someone to learn in and then eventually move on to the next step in their career. Commissioner Nyquist asked where the District will see savings by hiring someone in this position. Ms. Doll advised that this person would not be entitled to full time benefits. Commissioner Holliday asked how many hours a week a staff member needed to work to be entitled to benefits. Commissioner Nyquist asked what avenue those individuals without benefits have to get health insurance and what would happen if this person worked less than 1,000 hours. Ms. Doll advised that the person in this position is expected to work more than 1,000 hours so they would qualify for IMRF. Commissioner Holliday stated he thought the District was getting rid of the part time IMRF positions.

V. Introduce Adam Anderson, Golf Maintenance Assistant Superintendent

Golf Maintenance Superintendent, Shane Bays, introduced Adam Anderson and highlighted his background. Mr. Bays stated he is excited to have Mr. Anderson on his staff and is looking forward to seeing what expertise he can bring.

VI. Adjournment

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

Meeting adjourned at 6:48 p.m.

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March 16, 2017
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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 7:07 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 Marketing & Golf Operations 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, Golf Maintenance Superintendent Shane Bays, Golf Maintenance Assistant Superintendent Adam Anderson, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Roger Olsen, Kevin Bock.

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 Meeting of February 6, 2017**
- b. Public Hearing of February 16, 2017**
- c. Study Session and Public Meeting of February 16, 2017**
- d. Executive Session of February 16, 2017**
- e. Special Board Meeting of February 27, 2017 4:00 pm**
- f. Special Board Meeting of February 27, 2017 7:00 pm**
- g. Executive Session of February 27, 2017**

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

IV. Public Comments

Jane Levinsky, 4 Timber Trail, advised that she feels devastated watching the cutting process on the nature trail and stated that she would like the District to be aware of the federal mandated cutting guidelines. Ms. Levinsky stated that she would be happy to be a part of the restoration process.

John Naples, 6 Timber Trail, agreed with Ms. Levinsky and stated he believes ComEd has their own agenda and they only want to minimize costs.

V. Old Business

VI. New Business

a. Certificate of Achievement for Excellence in Financial Reporting

Executive Director, Amy Doll, advised that this award is the highest form of recognition and thanked the Interim Superintendent of Finance, Nancy McCaul, for all of her hard work in putting together the report.

b. Action to Approve Resolution 17-03 Naming Signatories on DeKalb Park District Bank Accounts

Human Resource & Payroll Manager, Autumn Kelly, advised that adding President Young as a signer would be in the best interest of the District.

Commissioner Nyquist made a motion to approve Resolution 17-03 Naming Signatories on District Bank Accounts, seconded by Commissioner Grada. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

c. Action to Approve Changes to Personnel Policies

Ms. Doll advised on the most recent change to the Personnel Policy Manual which included a revision of policy 4-2. Commissioner Nyquist asked if the changes restricted the policy more and continued to ask specific questions on the policy changes. President Young asked if the change came from Jim Rock, the District's attorney. President Young stated his concerns over the part of the policy that talks about personal leave payout when staff members retire.

Commissioner Grada made a motion to approve the changes to the personnel policies, seconded by Commissioner Nyquist. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

d. Action to Approve Changes to Safety Manual

Ms. Doll advised that the Districts Safety Manual hasn't been reviewed since 2012 so most revisions were made to make them current and up-to-date with PDRMA's standards.

Commissioner Grada made a motion to approve the changes to the safety manual, seconded by Commissioner Nyquist. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

e. Action to Approve Spring Surplus Items Declaration

Superintendent of Parks & Development, Mat Emken, advised on the items that were being declared surplus. Commissioner Holliday and Commissioner Grada inquired about certain items that were not on the list. Commissioner Nyquist asked where the proceeds from the sale will go.

Commissioner Nyquist made a motion to approve the spring 2017 surplus items declaration, seconded by Commissioner Holliday. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

f. Action to Approve IGA with Sanitary District for Water Service

Mr. Emken advised on the Sanitary District's idea to service the Districts water to the Hopkins Park ball fields due to the remodeling project taking place.

Commissioner Grada made a motion to approve an Intergovernmental Agreement with the Sanitary District for Water Service, seconded by Commissioner Nyquist. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

g. Action on Projects Over \$10,000:

i. Ellwood Painting

Mr. Emken advised on the exterior painting project that needs to be completed at the Ellwood Mansion and stated that the bids came back very favorable so the visitor's center will be completed too.

Commissioner Nyquist made a motion to approve the base bid and alternate 1 of Capital Painting and Decoration in the amount of \$23,060.00 for painting at the Ellwood Property, seconded by Commissioner Holliday. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

ii. Waterslide Gel Coating

Mr. Emken advised that the last time the water slides were gel coated were 2005 so they are long overdue. Commissioner Holliday commented on the extreme difference in the pricing of the bids.

Commissioner Nyquist made a motion to approve the bid of IPS Water Slides for the refinishing of the District's water slides in the amount of \$21,500.00, seconded by Commissioner Grada. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

iii. Pull Behind Debris Blowers

Superintendent of Marketing & Golf Operations, Scott deOliveira, advised on the need for pull behind blowers at each golf course and stated that they can be shared with the rest of the District.

Commissioner Grada made a motion to approve the purchase of two Buffalo KB4 Turbine blowers from JW Turf in the amount of \$12,971.76, seconded by Commissioner Nyquist. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

iv. 2012 John Deere Backhoe Loader

Mr. Emken advised that the current backhoe was made in 1989 and is way past its prime. A replacement was budgeted last year. Commissioner Holliday asked what will happen to the old one. Commissioner Nyquist wanted to know the advantages for purchasing a used one.

Commissioner Grada made a motion to approve the purchase of a 2012 John Deere 310SK backhoe and 24-month/1,000-hour warranty from West Side Tractor Sales in the amount of \$57,422.00 and to waive the competitive bid process normally required by DeKalb Park District Administrative Policy 200.3 because this purchase is exempt from bidding requirements as is provided in Section 8-1(c) of the Park District Code, seconded by Commissioner Holliday. Aye: Holliday, Grada, Nyquist, Young. Nay: None. Absent: None. (4-0-0)

VII. Financial Reports

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

Commissioner Nyquist asked for elaboration on the money spent for staff to attend pesticide training and stated he is opposed to using taxpayers money on pesticide spraying on the nature trail which would ultimately help ComEd in their removal of invasive species.

Commissioner Grada made a motion to approve February open invoices totaling \$140,667.79 and to approve paid invoices from February in the amount of \$99,749.40, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (4-0-0)

Commissioner Nyquist made a motion to approve travel, meals & lodging forms for Board and Staff, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (4-0-0)

VIII. Staff Reports

a. Ellwood House

Mr. Emken advised on damage done to the front fence, what will be done to fix it and stated that the District will be going after the uninsured driver for damages.

b. Staff Reports

President Young asked if staff have talked with other IT companies about receiving quotes for service.

Questions were asked about what is being done to eliminate the mud problem at the dog park and suggestions from Commissioner Nyquist and Commissioner Holliday were received. Commissioner Holliday asked when construction would be starting at Lions Park.

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

Meeting closed to the public at 7:55 p.m.

X. Reconvene Open Meeting

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 8:25 p.m.