

MINUTES
DeKalb Park District
Board of Commissioners Meeting
March 17, 2016
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL

Study Session
6:00 p.m.

Call to Order: President Phil Young called the Study Session to order at 6:00 p.m.

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

Staff Members Present: Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Shane Bays, Facility and Marketing Supervisor Scott deOliveira, Finance Administrator Josephine Noble, Food and Clubhouse Manager Jane Holdridge, Athletic Supervisor Bill Ryder, Accounting Systems Manager Autumn Kelly, Interim Superintendent of Finance Nancy McCaul, Athletic Coordinator Jeff Myles.

Executive Director and Superintendent of Finance Job Description and Recruitment

President Young asked the Board to review the job descriptions over the next month and they will then be adjusted as needed. He suggested items such as removing the requirement of having HR experience for the Superintendent of Finance. He added that one position will be filled on an interim basis at this time.

President Young also advised that he would like the Board and staff to give input on the recruitment process.

Maintenance Campus Discussion

President Young advised that the Hallgren building is no longer safe for habitation. At this time there is no decision on whether the District should build a new building or utilize a building that the District already owns.

Superintendent Mat Emken presented several options, which were as follows:

- Hire a Commercial Realtor to purchase a building
- Prepare a request for qualifications for a company to build a building

Superintendent Emken advised that staff recommends to hire a realtor and also prepare the RFQ in case the Board decides to move forward on building a new building on the same site.

The Board discussed the options. President Young asked about the life span of the cold storage building. Mr. Emken advised that it has a good life span, because of recent improvements.

Commissioner Irving said that he doesn't think that 12,000 square feet is large enough. He feels that the District should build the building that they need now to save on costs. President Young advised that previous architects recommended the 12,000 square feet to save from having to install sprinklers. He feels that the building needs sprinklers no matter what the size.

Mr. Emken advised that staff would like to upgrade to a 200-amp service in order to use equipment that the District currently owns. He added that staff would like to start doing vehicle maintenance again. They are currently using local vendors to maintain vehicles. President Young asked about a possible Intergovernmental Agreement to share a facility to do vehicle maintenance. Mr. Emken advised that he is in the early stages of discussions with the City of DeKalb for this purpose.

Commissioner Irving asked if the current building would be sufficient for when the part-time summer help comes on. Mr. Emken said that they made-do last year, although it was cramped during break and lunch times.

Dog Park Discussion

President Young advised that the Dog Park was opened last year, but he doesn't feel that the District is fully done with the project in terms of safety enhancements, lighting, etc.

Superintendent of Recreation Amy Doll and Superintendent of Parks and Development Mat Emken presented staff recommendations for the dog park.

Ms. Doll talked about a proposed "No Smoking" Policy. She advised that there will be issues with enforcement, but feels that they should still have a policy. Commissioner Grada and President Young both advised that they feel that the proposed policy is a good one.

Commissioner Holliday said that the residents may enforce the policy themselves.

Ms. Doll also spoke about a proposed entry system and proposed membership fee. She advised that there are pros and cons to both items. She added that a membership fee would create a registration and then staff would be able to be sure that all dogs are vaccinated. She also spoke about the cons, which include the fact that the park has been open for a year and suddenly we would charge a fee, which may turn off some dog park users. Commissioner Holliday said that users would possibly police the dogs themselves. Ms. Doll advised that staff recommends the tags placed on the collars of the dogs, which would cost \$25.00 for the first dog and \$10.00 for each additional dog. She recommended a yearly fee.

Commissioner Irving feels that the tag would protect the District and the dog owner.

President Young spoke about Sycamore's Dog Park and suggested a special program for use of Sycamore's Dog Park and allowing Sycamore to use DeKalb's Dog Park.

Commissioner Grada asked why the Dog Park has such a large budget for maintenance. Mr. Emken advised that the Dog Park needs more maintenance than a regular park. He advised that dogs damage the turf, bushes and trees.

Commissioner Grada said that he takes his child to the park and they don't require proof of vaccination and he trusts that other children will not bite his child. He doesn't feel that there is a need for such a program. Commissioner Nyquist said that he disagrees. He feels that the District needs this program because dogs do bite.

Commissioner Nyquist asked if staff had reached out to users of the dog park. Mr. Emken advised that this correlates with the survey of dog park users.

Mr. Emken discussed the lighting system and he advised that staff looked into a push-button system. He advised that the cost would be about \$2,000 to install the system and that was not budgeted. He recommended leaving the lights on a timer and make sure the lights don't come on until dusk, the lights go off at a certain time and the lights don't come on at all in the winter. He added that dog park is well used.

Commissioner Grada asked if the athletic lights were going to be replaced with an LED system. Mr. Emken said that that has not be discussed. President Young advised that the current athletic lights are not very energy efficient.

Commissioner Irving asked how many lights are on the poles in the dog park. Bill Ryder advised that most of the lights are not used for the dog park. Mr. Ryder advised that they try to get the athletic lights off by 10:30 p.m.

President Young asked the Board to direct staff on which way to go with this item.

Commissioner Irving feels that the cost is too high. Commissioner Holliday and Commissioner Grada felt that staff should go forward with the no smoking policy and the lighting. Commissioner Holliday suggested getting a spring closer for the gate. Commissioner Nyquist said that he supports the no smoking policy.

Commissioner Nyquist asked how the public would be notified. Ms. Doll said that she would use social media, the website and she could get registration accomplished on site.

Commissioner Irving had questions about a possible electronic system.

Adjournment

President Young adjourned the study session at 6:48p.m.

MINUTES
DeKalb Park District
Board of Commissioners Meeting
March 17, 2016
Hopkins Park Community Center
1405 Sycamore Road, DeKalb, IL

Public Hearing
7:00 p.m.

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

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

Staff Members Present: Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Shane Bays, Facility and Marketing Supervisor Scott deOliveira, Finance Administrator Josephine Noble, Food and Clubhouse Manager Jane Holdridge, Athletic Supervisor Bill Ryder, Accounting Systems Manager Autumn Kelly, Interim Superintendent of Finance Nancy McCaul, Athletic Coordinator Jeff Myles.

Public Hearing to Receive Public Comments Concerning the Proposed Budget for the DeKalb Park District, Fiscal Year 3/1/2016 to 2/28/2017

President Young read a paragraph from the law regarding the appropriations ordinance. He advised that the Public Hearing was published in the Daily Chronicle on March 8, 2016.

Ed Harvey spoke about the proposed budget and about what he sees as financial issues in the proposed budget. He feels that none of these issues are addressed in the budget.

President Young asked if there were more public comments. Hearing none, he closed the public hearing at 7:05 p.m.

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Thursday, March 17, 2016
Hopkins Park Community Center
1403 Sycamore Rd., DeKalb, IL
7:00 p.m.

Public Meeting Immediately Following Public Hearing

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

President Phil Young called the meeting to order at 7:05 p.m.

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

Staff Members Present: Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Shane Bays, Facility and Marketing Supervisor Scott deOliveira, Finance Administrator Josephine Noble, Food and Clubhouse Manager Jane Holdridge, Athletic Supervisor Bill Ryder, Accounting Systems Manager Autumn Kelly, Interim Superintendent of Finance Nancy McCaul, Athletic Coordinator Jeff Myles.

II. Action on the Agenda

Commissioner Nyquist made a motion to amend the agenda, by adding “VIII. c. Planning Commission,” seconded by Commissioner Irving. Motion carried by voice vote. Commissioner Nyquist made a motion to approve the amended agenda, seconded by Commissioner Grada. Motion carried by voice vote.

III. Action on Minutes from Previous Meetings

a. Special Meeting of February 4, 2016

Commissioner Grada made a motion to approve the minutes from the Special Meeting of February 4, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

b. Study Session and Public Meeting of February 18, 2016

Commissioner Grada made a motion to approve the minutes from the Study Session and the Public Meeting of February 18, 2016, seconded by Commissioner Nyquist. Motion carried by voice vote.

c. Special Meeting and Executive Session of February 24, 2016

Commissioner Holliday made a motion to approve the minutes from the Special Meeting and the Executive Session of February 24, 2016, seconded by Commissioner Nyquist. Motion carried by voice vote.

d. Executive Session Meeting of February 18, 2016

Commissioner Nyquist made a motion to approve the minutes from the Executive Session February 18, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

e. Executive Session Meeting of February 24, 2016

Commissioner Nyquist made a motion to approve the minutes from the Executive Session February 24, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

IV. Public Comments

Ed Harvey addressed the proposed maintenance building and his view that the District hasn't budgeted enough money for the new facility. Mr. Harvey also discussed a severance agreement and that he doesn't think it's in the best interest of the taxpayers. Mr. Harvey also discussed the IMRF ERI documents received through a Freedom of Information Act request and asked questions about the early retirement incentive that was previously approved by the board.

V. Old Business

a. Action on ORDINANCE 16-02: Budget and Appropriations for the Fiscal Year March 1, 2016 to February 28, 2017

Commissioner Nyquist made a motion to approve Ordinance 16-02: Budget and Appropriation for the Fiscal Year March 1, 2016 to February 28, 2017, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

VI. New Business

a. Certificate of Achievement for Excellence in Financial Reporting

Interim Superintendent of Finance Nancy McCaul explained the award from the Government Finance Officers Association. She said that this is the 21st year the District has receives the award. Ms. McCaul thanked Accounting Systems Manager Autumn Kelly and Finance Administrator Josephine Noble for their work on the CAFR.

b. Action on Resolution 16-04: Appoint an IMRF Authorized agent

Commissioner Irving made motion to approve Resolution 16-04 to appoint Autumn Kelly as the DeKalb Park District's IMRF Authorized Agent, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. Absent: None. (5-0-0)

c. Action on Inclusion Policy

Commissioner Nyquist made a motion to approve the Kishwaukee Special Recreation Association Inclusion Policy, seconded by Commissioner Grada.

Superintendent of Recreation Amy Doll advised that the DeKalb Park District is a partner agency of the Kishwaukee Special Recreation Association (KSRA), whose mission is to enrich the lives of people with disabilities through quality recreation services, including inclusion services to the partner agencies. She added that in June of 2015, the KSRA board approved the Inclusion Policy. Since that time, District staff have worked with KSRA staff to ensure that District staff have received training in disability awareness and on the procedures to follow when requests for reasonable accommodations are made. The KSRA board has asked that the District also approve the inclusion policy.

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

d. Action on Projects over \$10,000: Golf Course Fertilizer

Commissioner Irving made a motion to approve the purchase of Shaw's One and Done fertilizer from Helena Products in the amount of \$12,846, seconded by Commissioner Holliday.

Superintendent of Golf Operations Shane Bays said that crab grass is moving into the fairways at the golf courses, but in the past crab grass prevention has not been included in the fertilizer and grub control.

Bryant asked if it would be done every year. Mr. Bays advised that it will probably be an annual thing.

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

e. Action on Tentative Amended Budget and Appropriations Ordinance #16-05 for Fiscal Year 2016

Commissioner Nyquist made a motion to approve the tentative Amended Budget Appropriations Ordinance 16-05 for Fiscal Year March 1, 2015 to February 29, 2016, seconded by Commissioner Irving.

Ms. McCaul explained that this is from last year's budget. She explained that this was necessary due to a cost charged to the audit fund for the actuary.

President Young asked her to explain why the district is good shape financially. She said that some accounts will show deficits, but overall the District is in good financial shape. She said that the District has about \$4 million on hand. Ms. McCaul also said that there is nowhere in the audit that says that the District is having financial issues. She also added that the District is in compliance with the Fund Balance Policy requirement.

Ms. McCaul said that the District is financially sound. She added that the deficit in the aquatics fund and the golf fund are completely normal.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young.
Nay: None. Absent: 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 Nyquist made a motion to approve payment of February invoices totaling \$80,107.10, and to approve paid invoices from February/March in the amount of \$49,133.40, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. Absent: None. (5-0-0)

VIII. Committee and Staff Reports

a. Ellwood House

Mr. Emken advised that this year the Ellwood House Board's main focus is the creation of a new strategic plan, based on 4 areas:

- Stewardship of site and collections
- Public Engagement
- Governance & Resource Development
- Strengthening the Team

b. Staff Reports

Superintendent of Recreation Amy Doll talked about Polarpalooza. She also talked about some upcoming events. She then discussed a request from DeKalb Corn Fest for the use of 82 picnic tables, 2 sets of bleachers, four 6 foot tables, 30 plastic tables and 160 chairs, 8 golf carts, and use of a portion of the Nehring Center. This is something that they request every year. Mr. Emken has been in contact with them and will get the appropriate insurance certificate.

c. Planning Commission

Commissioner Nyquist advised that the Planning Commission recommended approval of the annexation of the Doc Nelson property on Sycamore Road. The Planning Commission also recommended annexation of the property across the street from Castle Bank.

IX. Adjourn Public Meeting to go into Executive Session for the Purpose of Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.

Commissioner Holliday made a motion to adjourn the Public Meeting to go into Executive Session for the Purpose of Discussing the appointment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

The meeting was closed to the public at 7:45 p.m.

X. Reconvene Public Meeting

The meeting was opened to the public at 8:52 p.m.

XI. Action on Items Discussed in Executive Session

a. Action on Employee Settlement Agreement

Commissioner Nyquist made a motion to approve the Employee Settlement Agreement, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Irving, Young. Nay: None. Absent: None. (5-0-0)

b. Action on Appointing an Interim Executive Director

Commissioner Nyquist made a motion to appoint Amy Doll as Interim Executive Director, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

c. Action on Approval of Interim Executive Director Compensation

Commissioner Nyquist made a motion to approve the Interim Executive Director Compensation, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. Absent: None. (5-0-0)

XII. Adjourn Public Meeting

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

Meeting adjourned at 8:54 p.m.