

**MINUTES  
DeKalb Park District  
Board of Commissioners Meeting  
April 21, 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 Dag Grada, Commissioner Bryant Irving, Commissioner Keith Nyquist, and Commissioner Dean Holliday.

**Staff members present:** Interim Executive Director Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Amy Doll, Facility and Marketing Supervisor Scott deOliveira, Financial Administrator Josephine Knoble, Superintendent of Golf Shane Bays, Athletic Supervisor Bill Ryder, and Food and Clubhouse Manager Jane Holdridge. Project Manager Todd Bex, Athletic Supervisor Bill Ryder, Accounting Systems Manager Autumn Kelly.

**7:00pm Public Hearing to Receive Public Comments Concerning the Proposed Amended Budget and Appropriations for the DeKalb Park District, Fiscal Year 3/1/2015 to 2/29/2016**

Public Hearing to receive public comment was opened by President Young.

No public comment was made regarding the Proposed Amended Budget and Appropriations for FY2016.

Public Hearing was closed by President Young at 7:03 p.m.

**MINUTES**  
**DEKALB PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**Thursday, April 21, 2016**  
**Hopkins Park Community Center**  
**1403 Sycamore Rd., DeKalb, IL**  
**7:00 p.m.**

**I. Meeting Called to Order, Roll Call, Pledge of Allegiance**

President Phil Young called the meeting to order at 7:04 p.m.

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

**Staff members present:** Interim Executive Director Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Amy Doll, Facility and Marketing Supervisor Scott deOliveira, Financial Administrator Josephine Knoble, Superintendent of Golf Shane Bays, Athletic Supervisor Bill Ryder, and Food and Clubhouse Manager Jane Holdridge. Project Manager Todd Bex, Athletic Supervisor Bill Ryder, Accounting Systems Manager Autumn Kelly.

**II. Action on the Agenda**

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

**III. Action on Minutes from Previous Meetings**

a. Special Meeting of March 2, 2016

Commissioner Nyquist made a motion to approve the Special Meeting minutes of March 2, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

b. Study Session and Public Meeting of March 17, 2016

Commissioner Nyquist made a motion to approve the Study Session and Public Meeting minutes of March 17, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

c. Executive Session Meeting of March 17, 2016

Commissioner Nyquist made a motion to approve the Executive Session of March 17, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

#### **IV. Public Comments**

Perry DuBois, property owner adjacent to Yusunas Park, expressed concern for lack of fence or barrier between the park and her property. She also expressed concern for the upkeep and landscaping of the park. President Young encouraged Ms. DuBois to submit her concerns in writing so that they can be reviewed further by staff and the Board.

Dewyane Brown expressed his feelings that there is a need for transparency in regards to Park District business.

#### **V. Old Business**

Action on Tentative Amended Budget and Appropriation Ordinance 16-05 for FY 2016

Commissioner Grada made a motion to approve the Amended Budget and Appropriation Ordinance 16-05 for FY 2016, seconded by Commissioner Nyquist.

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

#### **VI. New Business**

##### **a. Action on Hopkins Pool Concessions Contract**

Commissioner Nyquist made a motion to approve the contract with Fay's Finest Foods, LLC for concession services at Hopkins Pool for the 2016 season, seconded by Commissioner Holliday.

Commissioner Holliday inquired if there were any issues with contracting concessions to Fay's in 2015. Interim Director Doll stated that there were some minor issues at the start, but resolved as the season continued.

Commissioner Nyquist noted that the District's risk of loss from concessions operations due to a cool pool season is mitigated by contracting those services.

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

##### **b. Action on Ordinance 16-06 Amending the District Smoking Policy**

Commissioner Grada made a motion to approve Ordinance 16-06 Amending the District Smoking Policy, seconded by Commissioner Nyquist.

Interim Director Doll stated that the amended ordinance originated from requests by dog park users for a smoking ban. Doll went on to explain that

based on public health concerns and national trends, this update amends the ordinance to ban smoking within 50 feet of athletic fields, bleachers, hard court play surfaces, swimming pools, playgrounds, shelters, and dog park, unless specifically exempted within the Ordinance. The Ordinance also bans smoking within 50 feet of a designated park program or special event. Doll stated smoking at the golf courses will still be permitted.

President Young inquired about additional signage regarding the new ordinance to be placed at playgrounds and ball fields. Interim Director Doll stated additional signage and communications would be posted in areas and events that fall under the ordinance.

Commissioner Grada inquired if the golf course exemption is because they are considered athletic fields. Interim Director Doll explained the users of the golf courses expressed the desire to enjoy a cigar or cigarette on the course. Doll went on to explain that the courses are wide open spaces without spectators. Grada further inquired that if golf courses were considered an athletic field, but exempt, should the disc golf course also be considered an athletic field, and if so, should they be exempted as well. Interim Director Doll requested Board input, and explained that she initially thought the disc golf course was considered a park amenity and not an athletic field. Commissioner Grada asked for further clarification on how the ordinance will be applied to the disc golf course. President Young stated that general coverage of the ordinance is good and suggested passing the ordinance "as-is" and reviewing it at a later date if the language needs to be tweaked. Commissioner Nyquist noted that a motivation for the golf course exemption is that golf course users pay to golf and if smoking is restricted, then the golfers might take their business to other courses, whereas disc golf is a free activity in an open space.

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

**c. Action on Employee Merit Pool Increase**

Commissioner Grada made a motion to approve the Allocation of funds for Employee Merit Pool Increase, seconded by Commissioner Irving.

Interim Director Doll stated that a total of \$43,623 was budgeted for merit increases based on employee performance reviews. President Young confirmed with Doll that the range of merit increases will range from 0%-4%.

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

**d. Action on Superintendent of Finance Job Description**

Commissioner Irving made a motion to approve the changes in the job description for the Superintendent of Finance position, seconded by Commissioner Holliday.

Interim Director Doll stated that the changes to the Superintendent of Finance job description includes the removal of HR functions and adds experience in government finance as a requirement. President Young confirmed that the position would also serve as the primary FOIA officer. Commissioner Nyquist inquired about Business Administration being added to the potential qualifications. Interim Director Doll stated that upon the recommendation of the Interim Superintendent of Finance that the qualification be added in an effort to broaden the pool of candidates applying for the position.

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

**e. Action on Filling Superintendent of Finance Position**

Commissioner Irving made a motion to authorize the Interim Executive Director to proceed with recruiting and hiring a Superintendent of Finance at a starting salary of no more than \$68,822.40, seconded by Commissioner Grada.

Commissioner Nyquist inquired how soon the process would begin. Interim Director Doll stated that the search would start right away through NRPA, IPRA, and other connections. She also stated an outside consultant would not be used to conduct the search.

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

**f. Action on Parks Supervisor Job Description**

Commissioner Grada made a motion to approve the changes in the job description of the Project Manager to Park Supervisor, seconded by Commissioner Nyquist.

Interim Doll explained that upon evaluating how to best utilize park staff, a change in structure is recommended. President Young inquired about the timeframe of implementation. Interim Doll stated that there will be a 6-month probationary period to the position. Commissioner Nyquist confirmed the savings to the District would be approximately \$27,000 for the current fiscal year and that there would be a net decrease in overall salary expenditures in the department for at least 10 years.

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

**g. Action on Parks and Planning Team Leader Job Descriptions**

Commissioner Grada made a motion to approve the creation of three team leader positions within the Parks Division, seconded by Commissioner Holliday.

Interim Director Doll stated that three Team Leader positions would be created and filled by existing staff. Commissioner Nyquist inquired if the positions would be rigid or fluid in regards to responsibility. Interim Director confirmed that there would be fluidity and cooperation to the position.

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

**h. Action on Reclassification of Part Time Capital Projects Staff to Capital Projects Level II.**

Commissioner Nyquist made a motion to approve the reclassification of Part-time Capital Projects Staff to Capital Projects Level II, seconded by Commissioner Grada.

Interim Director Doll stated that the purpose is to reclassify a part-time employee into a full-time employee. Commissioner Nyquist asked if the staff person's predominant team would be in the special projects area. Interim Doll said that they would most likely work in the special projects area.

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

**i. Action on Projects over \$10,000**

***Ellwood Painting Project***

Commissioner Irving made a motion to approve the bid submitted by Midwest Painting & Decorating for the painting project of the Ellwood Mansion and small museum buildings in the amount of \$39,699, seconded by Commissioner Nyquist.

Commissioner Irving inquired if only one company bid on the job. Superintendent Emken stated that seven bid packages were requested and six companies attended a pre-bid meeting and one company submitted a bid. Interim Director Doll stated that staff had checked the references of the company and that the Rockford Park District was very happy with work they had performed. Commissioner Irving inquired when the project will start.

Superintendent Emken stated that the project will begin right after Memorial Day and must be completed by July 29<sup>th</sup>.

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

***Golf Course Greens Mower***

Commissioner Irving made a motion to approve the purchase of a Toro Greensmaster 3150-Q from Reinders in the amount of \$29,167.04, seconded by Commissioner Holliday.

Commissioner Irving asked why we did not purchase the equipment from a local dealer. Superintendent Bays explained that the machine is specialized for golf and that local providers don't carry this type of equipment. Commissioner Irving stated that in the future, staff should investigate if local companies such as DeKalb Lawn and Equipment and CSR Bobcat can accommodate the equipment needs.

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

***Golf Course Sprayer***

Commissioner Irving made a motion to approve the purchase of a Toro Multi-Pro 5800-G from Reinders in the amount of \$48,761.86, seconded by Commissioner Holliday.

Superintendent Bays stated that staff evaluated sprayer size needs and found that the 300-gallon sprayer will be more efficient on the golf courses and beneficial for park applications. Commissioner Irving asked if it will save on labor costs and President Young asked if it is more industrial than a smaller sprayer, and Commissioner Nyquist asked if it had an expanded warranty because of the combined purchase with the mower. Superintendent Bays replied yes to all questions.

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

***Park Lighting Upgrade***

Commissioner Grada made a motion to approve the purchase of 17 holophane LED light fixtures from Crescent Electric in the amount of \$19,975, seconded by Commissioner Irving.

Superintendent Emken stated that the lighting upgrades are part of a six-year lighting upgrade program which includes replacing fixtures at Mason/Larson Park (3), River Heights Golf Course (2), and Welsh Park (12). President Young asked if the new fixtures are more energy efficient while casting the same amount of light. Superintendent Emken replied yes.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young.  
Nay: 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 Grada made a motion to approve payment of the March open invoices totaling \$92,243.31 and to approve the paid invoices from March/April in the amount of \$43,394.58 for a total of \$135,637.89. Commissioner Irving seconded the motion.

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

## **VIII. Committee and Staff Reports**

- a. Ellwood House

Superintendent Emken stated that the bid package for the carriage house was pushed back in order to advertise. He also noted that the Annual Meeting will be held on June 10, 2016.

- b. Staff Reports

President Young inquired about the reported roof leaks at Haish Gymnasium and the Hopkins Shelter. Superintendent Emken stated there was a roof leak at the Hopkins shelter near one of the chimneys that had been sealed by staff with calk.

## **IX. Adjourn Public to go into Executive Session for the Purpose of:**

- a. Discussing the minutes of meetings lawfully closed, whether for the purpose of discussing the approval of minutes or the semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)21 of the Open Meetings Act.
- b. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Commissioner Irving made a motion to go in to closed session for the purpose of considering one or more of the following subjects under the Open Meetings Act,

Section 2(c): (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. (5-0-0)

Meeting closed to the public at 8:07 p.m.

**X. Reconvene Public Meeting**

Commissioner Irving made a motion to reconvene the public meeting. Commissioner Nyquist seconded the motion. Motion carried by voice vote. Public meeting reconvened at 9:46 pm.

**XII. Adjourn Public Meeting**

At 9:47 pm, Commissioner Irving moved to adjourn the public meeting. Commissioner Grada seconded the motion. In a voice vote, all members voted 'aye' to adjourn.