

MINUTES
DeKalb Park District
Board of Commissioners Meeting
May 19, 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: Executive Director Amy Doll, Facility and Marking Supervisor Scott deOliveira, Finance Administrator Josephine Knoble, Superintendent of Parks & Development Mat Emken, Accounting Systems Manager Autumn Kelly, Food and Clubhouse Manager Jane Holdridge, and Athletic Supervisor Bill Ryder.

1. Bike Friendly Community Application

John Laskowski, DeKalb City Engineer, advised that the City of DeKalb is working on a grant application to fund several bike paths in DeKalb. Mr. Laskowski said that he is asking for letters of support from several taxing bodies, including the Park District, in order to get a grant to create a bicycle friendly community. Commissioner Holliday asked if Mr. Laskowski is worried that the state may not fund the grants. Mr. Laskowski said that he feels that this grant is going to be funded because it was announced by the governor.

Jessica Hyink, City of DeKalb DSATS, said that she is working on getting a “Bicycle Friendly Community” (BFC) designation for the City of DeKalb. Ms. Hyink went over what DSATS is. She said that DSATS stands for DeKalb Sycamore Area Transportation Study. She also spoke about “Live Healthy DeKalb County.” Ms. Hyink talked about the BFC Program and what the program provides for communities. She talked about the application criteria, award levels, benefits of the BFC designation, and what they are doing to support the application. She also explained what the City of DeKalb needs from the Park District.

President Young said that he is in full support of this program. Commissioner Holliday asked about getting around on the bike paths. Ms. Hyink talked about several options, such as bridges and underpasses to go over busy highways. Commissioner Grada asked about designated bicycle lanes. Ms. Hyink said that the City of DeKalb is looking into more dedicated bike lanes in their strategic plan.

2. Cell Tower Presentation

Tom Lang, Verizon Wireless, discussed Verizon’s proposal to lease a light pole on the west side of Hopkins Park to install a cell antenna. Mr. Lang distributed a rough plan of

the proposal. He advised that if the Park District is interested, Verizon will go forward with a proposal and proposed agreement. He discussed several different types of antenna. Mr. Lang also discussed environmental studies, and the lack of health impacts of telecommunication facilities.

Mr. Lang addressed questions from the Board regarding base design, guide wires, electricity requirements, maintenance, trenching needs, FAA and zoning requirements, co-locations, and permitting.

Ms. Doll advised that staff is not ready to sign off on an agreement, but they would like to go forward and explore this project. Mr. Lang advised that Verizon is ready to go, but would give the Park District time to explore the project.

Commissioner Holliday asked what would happen to the pole if Verizon decides it doesn't need it. Mr. Lang advised that Verizon would make the Park District whole if that was the case.

Consensus was to allow staff to continue conversations with Verizon.

3. Dog Park Membership Discussion

Ryan Lindeman, Management Analyst, shared his notes from a Dog Park Community Input Meeting. Mr. Lindeman discussed pros and cons to implementing a membership to the Dog Park. Mr. Lindeman also discussed possible alternative options, and gave examples of activities of the "Friends" group.

Consensus was that the Board wanted to discuss this further.

4. Adjourn Study Session:

Commissioner Irving made a motion to adjourn the Study Session, seconded by Commissioner Holliday. Motion carried by voice vote.

Meeting adjourned at 7:01 p.m.

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Thursday, May 19, 2016
Hopkins Park Community Center
1403 Sycamore Rd., DeKalb, IL
7:00 p.m.
Public Meeting

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

President Phil Young called the meeting to order at 7:10 p.m.

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

Staff Members Present: Executive Director Amy Doll, Facility and Marking Supervisor Scott deOliveira, Finance Administrator Josephine Knoble, Superintendent of Parks & Development Mat Emken, Accounting Systems Manager Autumn Kelly, Food and Clubhouse Manager Jane Holdridge, Kevin Bock, Tom Boyce, and Athletic Supervisor Bill Ryder.

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 April 7, 2016

Commissioner Nyquist made a motion to approve the minutes from the Special Meeting of April 7, 2016, seconded by Commissioner Grada. Motion carried by voice vote.

b. Study Session and Public Meeting of April 21, 2016

Commissioner Nyquist made a motion to approve the minutes from the Study Session and Public Meeting of April 21, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

c. Executive Session Meeting of April 7, 2016

Commissioner Nyquist made a motion to approve the minutes from the Executive Session of April 7, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

d. Executive Session Meeting of April 21, 2016

Commissioner Irving made a motion to approve the minutes from the Executive Session of April 21, 2016, seconded by Commissioner Grada. Motion carried by voice vote.

IV. Election of Board Officers

President – Commissioner Holliday nominated Phil Young as President, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

Vice President – Commissioner Irving nominated Dean Holliday as Vice President, seconded by Commissioner Grada. Motion carried by voice vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

Secretary – Commissioner Holliday nominated Keith Nyquist as Secretary, seconded by Commissioner Irving. Motion carried by voice vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

Treasurer – Commissioner Holliday nominated Bryant Irving as Treasurer, seconded by Commissioner Grada. Motion carried by voice vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

V. Public Comments

None.

VI. Staff Service Awards

- a. Kevin Bock – 15 years
- b. Jane Holdridge – 15 years
- c. Tom Boyce – 25 years
- d. Bill Ryder – 25 years

VI. Old Business

None.

VII. New Business

- a. Action on Amended Personnel Policy (Seasonal staff golf carts)

Commissioner Grada made a motion to amend Personnel Policy 6-12 Use of Park District Facilities and Programs as presented, seconded by Commissioner Irving.

Executive Director Doll advised that seasonal staff that have worked at least ten hours per week for at least ten weeks with the District and are in their second year of employment with the District are entitled to the benefits of free daily pool admission free greens fees, and free use of the driving range. She added that in the current policy they are also entitled to free use of a golf cart. Staff is

recommending charging these employees \$5 for each time they use a golf cart. This would cover the cost of maintenance to the golf carts and fuel.

President Young asked about consequences to a Board member that exhibits bad behavior by using the facilities. Director Doll advised that all staff and including Board members are covered by the Rules of Conduct and should be following those.

Commissioner Irving said that he would like language added into the Park Code to address bad behavior.

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

b. Action on Contract with DCV Imports LLC for Fireworks

Commissioner Irving made a motion to approve the contract with D.C.V. Imports LLC for fireworks for the 4th of July Celebration in the amount of \$14,000, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. (5-0-0)

c. Action on Superintendent of Recreation Job Description

Commissioner Irving made a motion to approve the changes of the job description of the Superintendent of Recreation, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

d. Action on Filling Superintendent of Recreation Position

Commissioner Irving made a motion to authorize the Executive Director to proceed with filling the Superintendent of Recreation position, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Irving, Nyquist, Grada, Holliday, Young. Nay: None. (5-0-0)

e. Action on Marketing & Facility Supervisor Job Description

Commissioner Irving made a motion to approve the changes of the job description of the Marketing and Facilities Supervisor and to the Marketing and Communications Manager, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

VIII. 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 April open invoices totaling \$118,951.05 and approve paid invoices from April/May in the amount of \$34,161.64, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Irving, Holliday, Grada, Young. Nay: None. (5-0-0)

IX. Staff Reports

a. Ellwood House

Superintendent Mat Emken advised Ellwood House staff started painting on the south side. President Young asked about continuing the pathway from the church. Mr. Emken advised that the Ellwood House Board does not want the path continued. Commissioner Irving said that he would like staff to stress to the Ellwood House Board that the Park District wants that path continued from the church for safety reasons.

b. Staff Reports

Executive Director Doll advised that Superintendent Emken is working hard on the request for proposals for the new maintenance building. Ms. Doll said that she is working with the Fire Department to find out if they want to use the old building for training.

President Young said that staff has done a great job restoring Lions Park after the flood. Ms. Doll advised that there was water in the Lions Park shelter and that staff worked hard relocating a family that had rented the pavilion.

President Young advised that the agenda will now include all citations for executive session.

- X. Executive Session** – Adjourn Public Meeting to go in to Executive Session to consider 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 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; (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of 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; (6) The setting of a price for sale or lease of property owned by the public body; (11) Pending, or probable and imminent, litigation when an action against, affecting or on behalf of the district has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; (21) The discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Commissioner Irving made a motion to adjourn the public meeting to go into Executive Session to consider 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 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; (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of 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; (6) The setting of a price for sale or lease of property owned by the public body; (11) Pending, or probable and imminent, litigation when an action against, affecting or on behalf of the district has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; (21) The discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, seconded by Commissioner Holliday.

Meeting closed to the public at 7:50 p.m.

XI. Reconvene Public Meeting

Meeting re-opened to the public at 8:46 pm

XII. Action on Reclassification of Employee from Park Maintenance 1 to Park Maintenance 2

Commissioner Irving made a motion to approve the reclassification of an employee from Park Maintenance 1 to Park Maintenance 2, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

XIII. 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 8:50 pm.