

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
September 21, 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 6:01 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, Superintendent of Recreation Bill Ryder, Accounting & Administrative Assistant Emily Bidstrup and Parks Maintenance & Special Projects Team Leader Dave Kessen.

II. Strategic Planning Committee

Amy Doll, Executive Director, advised on the proposed purpose and objectives of the committee and looked to the Board for suggestions. President Young asked if the District or the consultant would establish the committee and wanted to know what role the consultant would have in creating the strategic plan. Commissioner Perkins asked if the committee would be a standing committee or only assigned to the strategic plan and stated the committee should be changed to a task force. Commissioner Holliday asked who would appoint the members. President Young advised that he would request the committee, suggest a chair person, the chair person would pick a co-chair and discuss the protocols. The committee can only come up with recommendations and a plan but the Board would approve or deny. He stated the committee must be diverse and discussed having 9 people on it.

III. Nature Trail Restoration & Maintenance Plan

Samantha DeDina and Paul Meuer, both from ENCAP, presented the proposed plan which is currently approved by ComEd. Ms. DeDina stated the difference between native species and non-native species. While there are native plants doing very well on the trail, some species get introduced on accident and take over and cause problems that can be detrimental to animals, other species and the environment. Ms. DeDina presented plans for introduction of a prairie landscape, keeping the existing tree line on property boundaries, and creating welcoming entrance areas. She advised on seed mixes and bushes that could be planted and mentioned that a lot of what is currently growing on the trail will be saved.

Commissioner Holliday stated he did not see any proposed tree plantings despite previous discussions of dwarf trees being an acceptable option. He mentioned comments from previous meetings where residents were adamant about seeing trees planted. President Young asked if the restoration could be broken up into sections based on an “as needed” or priority basis. He asked if putting trees right on the edge, outside of the right of way, or moving the trail over, so planting could take place on Park District owned property was ever an option. President Young mentioned adding sponsor signage as a way to generate funds. Commissioner Perkins mentioned the beauty of Goldenrod and asked if it is was considered invasive. Commissioner Nyquist asked for explanation on the fact that at the July public meeting there were 60 shrubs proposed and now there are none. Mr. Meuer stated budget constraints. Commissioner Nyquist pointed out the amount of money being allocated for prairie seeds and didn’t see how reducing the amount of shrubs could help the budget that much so he wanted to know if something else was taken into account for the removal. President Young asked if there was a general consensus from the Board to have a special public meeting to discuss the topic. There was Board consensus to have a special public meeting.

IV. 5-Year Capital Plan

Heather Collins, Superintendent of Finance & Administration, advised on the process the Superintendents went through to create the 5 year capital plan that was presented to the Board. She was looking for feedback from the Board. Commissioner Holliday asked for specific projects the \$67,000 in the year 2020 will cover. He also asked if \$15,000 budgeted a year for the HVAC system was for maintenance or repair. Commissioner Perkins stated she didn’t see any proposed improvements to Kiwanis Park or specific upgrades to Hopkins Park like shelter or band shell renovations and bathrooms at the sled hill. President Young stopped discussion due to time constraints and stated the discussion was only a first round discussion and would be brought up again.

V. Maintenance Standards Draft

President Young advised that there was no time left to talk about the Maintenance Standards Draft so it would be put on the Study Session at the October Board Meeting.

VI. Adjournment

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

Meeting adjourned at 6:59 p.m.

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September 21, 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 Keith Nyquist, Commissioner Patty Perkins, Commissioner Dag Grada and Commissioner Dean Holliday.

Staff Members Present: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, Superintendent of Recreation Bill Ryder, Accounting & Administrative Assistant Emily Bidstrup and Parks Maintenance & Special Projects Team Leader Dave Kessen.

II. Action on the Agenda

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

III. Consent Agenda

- a. Special Board Meeting of August 7, 2017**
- b. Study Session and Public Meeting of August 17, 2017**
- c. Executive Session of August 17, 2017**

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

IV. Public Comments

None.

V. Old Business

None.

VI. New Business

a. Action to Allow Alcohol Sales at the Cyclocross Event at Hopkins Park on October 1, 2017

Commissioner Nyquist made a motion to allow alcohol sales at the Cyclocross event at Hopkins Park on October 1, 2017, seconded by Commissioner Perkins.

Amy Doll, Executive Director, advised that Josh Arends, race director, has withdrawn his request due to requirements from the City of DeKalb which cannot be met in time. She requested to table the vote. Commissioner Nyquist stated he would not like to table the vote and still discuss as planned. He asked if Mr. Arends was encountering the same problems with the City of DeKalb that the District had with their liquor licenses. Commissioner Nyquist asked if additional insurance was now required because the City passed a new ordinance or if the City was enforcing a current ordinance differently. Ms. Doll advised that City staff had told her they were starting to enforce a current ordinance differently. President Young asked if there was any possibility of the problems being addressed before the event. Commissioner Holliday asked if alcohol sales were going to be approved on a case by case basis and advised that security should be evaluated for next time. He also stated that people who were at the first event told him they thought it went well. President Young would like to see vendors evaluated for the next event. Commissioner Perkins asked if the Cyclocross event will still run despite there being no alcohol. President Young requested the Board still vote in case the issues are resolved in time and to show support. Commissioner Nyquist agreed.

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

b. Action to Approve Changes to the Golf Maintenance Superintendent Job Description

Commissioner Nyquist made a motion to approve the changes to the Golf Maintenance Superintendent job description, seconded by Commissioner Grada.

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised on the changes to the job description. Commissioner Holliday stated his concerns with the changes and does not think the job description should be changed. Commissioner Perkins stated she did not see anywhere on the job description how many hours a week the position is. President Young stated the change in education and experience is a good idea to broaden the range of applicants and inquired about the time frame of filling the position. Commissioner Nyquist asked for clarification on why specific wording was changed. Commissioner Holliday asked if the person in this position supervises both courses and helps with budget.

Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Young. Nay: Holliday. Absent: None. (4-1-0)

c. Action to Approve Changes to Personnel Policy 1-16: Policy on Grade and Salary Schedule

President Young stated that knowing the populations of each city listed in the salary comparison table would be helpful. Commissioner Holliday stated that keeping the position at a grade 6 would attract a better candidate. Commissioner Grada asked if the positions in the salary comparison table translate directly to the position offered at the DeKalb Park District. Commissioner Nyquist asked if the max salary at proposed grade 5 would be higher than the salary of the person who was previously in the position. He also stated it would be valuable to know how many holes the Superintendents in the salary comparison table are responsible for. He asked if the hiring process would be hindered since the Board wants more information and stated he would like to see the best candidate for this position but the District needs to be fiscally responsible. President Young recommended keeping the starting salary on the low end and would like to vote so staff can continue to do their jobs. Commissioner Holliday reminded everyone that the person in this position takes care of two courses.

Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

d. Action to Authorize Staff to Fill Golf Maintenance Superintendent Position

Commissioner Grada made a motion to authorize staff to fill the Golf Maintenance Superintendent Position, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

e. Action to Approve Contract with CenterPoint Energy for Gas Service to District Facilities

Commissioner Grada made a motion to approve a contract with CenterPoint Energy for gas service to District facilities not to exceed \$0.4000 per therm, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

f. Action to Approve Changes to Administrative Policy 100.3: Policy on Criminal Background Checks

Commissioner Nyquist made a motion to approve changes to Administrative Policy 100.3: Policy on Criminal Background Checks, seconded by Commissioner Grada. Motion carried by roll call vote.

President Young inquired about the background check pricing, timeline for processing and how long they are good for. Commissioner Grada inquired about adding wording specific to instances where volunteers would be around children.

Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

g. Action to Approve Changes to Personnel Policy 3-25: Policy on Non-Discrimination and Anti-Harassment

Commissioner Grada made a motion to approve changes to Personnel Policy 3-25: Policy on Non-Discrimination and Anti-Harassment, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

h. Action to Approve Changes to Administrative Policy 300.1: Policy on Abused and Neglected Child Reporting

Commissioner Grada made a motion to approve changes to Administrative Policy 300.1: Policy on Abused and Neglected Child Reporting, seconded by Commissioner Perkins.

President Young asked if there were any signs in Park District buildings with the hotline number on them.

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

i. Action to Appoint Amy Doll and Heather Collins to Complete Open Meetings Act Training

Commissioner Grada made a motion to appoint Amy Doll, Executive Director, and Heather Collins, Superintendent of Finance & Administration, to complete Open Meetings Act Training, seconded by Commissioner Perkins.

Commissioner Nyquist asked if the training was online.

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

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

i. Haish Gym Tuckpointing

Commissioner Grada made a motion to approve the quote of Seyller's Tuckpointing and Masonry for tuckpointing at Haish Gym in the amount of \$10,500.00, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Perkins, Nyquist, Holliday, Young. Nay: None. Absent: None. (5-0-0)

ii. Sled Hill Construction Oversight

Commissioner Nyquist made a motion to approve the proposal of Missman Inc, to provide technical oversight for the sled hill construction project for a Time and Materials fee not to exceed \$20,000, seconded by Commissioner Nyquist.

Commissioner Grada stated that generally, most oversight is not done by the same company that designed the project. President Young asked why the figure wasn't included when the Board approved the sled hill and asked if the need for oversight

was coming from the City of DeKalb. He stated he is surprised to see the large figure but is more understanding if the City is requiring it. Commissioner Nyquist asked if \$20,000 is being added to the cost of the project. Commissioner Holliday asked how close the final cost for oversight would come to \$20,000.

Commissioner Grada asked if consideration was made into using the same company who is providing oversight to the Kishwaukee Water Reclamation District's project.

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

iii. Phase 1 Environmental Survey on the Sled Hill Site

Commissioner Nyquist made a motion to approve the proposal of Testing Service Corporation to provide a Phase 1 Environmental Study on the sled hill site adjacent to Hopkins Park in the amount of \$19,962.00, seconded by Commissioner Perkins.

President Young asked what would be done if the soil that is tested comes back bad.

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

VII. Financial Reports

a. Action on Invoices for Payment

b. Monthly Financial Summary

c. IT Summary

d. Board & Staff Travel Expense Summary

e. Budget/Actual Report

Commissioner Nyquist made a motion to approve payment for September open invoices in the amount of \$415,668.03 and to approve paid invoices from August and September in the amount of \$100,828.53, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Perkins, Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (5-0-0)

VIII. Staff Reports

a. Staff Reports

IX. Adjourn Public Meeting

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

Meeting adjourned at 8:02 p.m.