

**MINUTES**  
**DeKalb Park District**  
**Study Session of the Board of Commissioners**  
**November 16, 2017**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> 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, Commissioner Patti Perkins and Commissioner Dag Grada.

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

**II. Park Maintenance Standards**

Mat Emken, Superintendent of Parks & Development, advised that changes were made based upon the Board's input at the last meeting. Commissioner Grada liked that standards to the disc golf course were added but believed they were too vague. He made suggestions on how to improve inspections. He stated that before anything is added to the course, a knowledgeable individual should be consulted. President Young asked if the consultant would be paid on an as-needed basis. Commissioner Nyquist asked if the suggested improvements to the disc golf course would take Prairie Park out of a level 2 area. Commissioner Grada advised that the suggestions he was making were only specific to the disc golf course. President Young asked if the addition of the new trail would affect the parks level 2 status. Mr. Emken stated he did not anticipate a huge change.

Commissioner Perkins asked if pond water quality was left out by mistake. Amy Doll, Executive Director, asked if the Board would like to see the ponds and waterways labeled the same way the parks are (level 1, 2 or 3 area). Commissioner Perkins told her to make that call. Commissioner Holliday stated he is not against trying to take care of the ponds, but recalled a conversation with the former Superintendent of Golf in which he said a lot of money was spent in Rockford to try and clean up ponds with no end result. Mr. Emken advised that most people are treating their ponds with chemicals. Commissioner Nyquist asked if staff could look into costs of treatment and environmental impacts and present at the next meeting. President Young asked if there had been any requests to clean up district ponds. Mr. Emken advised that there have been requests regarding certain ponds, with some being for it and some being against it. Commissioner Holliday stated he doesn't see an end to the algae problem. President Young asked to get costs of treatment, the logic

behind stocking certain ponds with certain fish, and other ways to mitigate algae besides chemicals. He looked for consensus about adding the topic to the agenda as an action item with discussion if needed. Commissioner Holliday asked if ponds at the golf course are included.

### **III. Administrative Policy 100.1 – Smoke Free Environment Policy**

Ms. Doll recommended that the policy be eliminated because it is currently covered in both the Park Code and Personnel Policy making it redundant.

### **IV. Administrative Policy 100.29 – Special Use Permit Policy**

Ms. Doll advised that the current Special Use Permit does not allow for consumption of alcohol in the parks. The District is looking into changing it so renters could receive a permit to have alcohol at their events. President Young asked if there is a limit on how many vendors could be used when someone has an event in the park. He also asked if it has been Okayed by PDRMA, the Districts risk management agency. Ms. Doll advised that PDRMA was comfortable with the event that took place over the summer, but will be consulted before moving forward again. President Young asked if the District had any negative input before the event this summer. Ms. Doll stated there was some negativity voiced before the event, but nothing during or after.

### **V. Administrative Policy 100.31 – Grievance Procedures Under the ADA**

Ms. Doll recommended that the policy be separated from the procedure.

### **VI. Administrative Policy 100.32 – Use of Service Animals by Persons with Disabilities**

Ms. Doll recommended that the policy be separated from the procedure and some wording cleared up. President Young asked if there are any standards required for the use of service dogs. Ms. Doll stated that there are some questions that staff cannot ask. Commissioner Holliday asked what happens if someone wants to use the ADA accessible cart at the golf course. Ms. Doll advised that the cart is shared with the Sycamore Park District and staff cannot ask why they need to use it.

### **VII. Administrative Policy 100.34 – Employee Committees**

Ms. Doll recommended that the policy be separated from the procedure.

### **VIII. Administrative IT Policies**

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that the District create a computer lock policy and update the data backup policy to reflect current terminology. President Young asked about data storage, both onsite and offsite. Mr. deOliveira stated he would like to create a policy on e-mail archiving. Commissioner Nyquist asked if all e-mails that are sent are archived. Mr. deOliveira said yes, but there is

not an administrative policy that spells it out. President Young asked if junk mail is archived and commented on the cost of doing that if the server becomes cloud based. He would like staff to see if archiving junk mail is required. Commissioner Nyquist asked if any of the proposed policy changes would create a change in working conditions and advised on receiving guidance from the legal team. President Young mentioned that any significant changes are vetted through legal.

## **IX. Adjournment**

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

Meeting adjourned at 6:37 p.m.

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**November 16, 2017**  
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**509 N. 1<sup>st</sup> 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 6:59 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 Marketing & Golf Operations Scott deOliveira, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Bill Ryder and Superintendent of Finance & Administration Heather Collins.

**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. Study Session and Public Meeting of October 19, 2017**
- b. Executive Session of October 19, 2017**

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

**IV. Public Comments**

Eric, a DeKalb resident, asked the Board to keep the lights on at the dog park until 8 or 9 p.m. He suggested only turning on a couple of the lights that are out there, switching to LED bulbs, and putting the lights on a timer. He mentioned dog park users possibly starting a crowd funding page for some of the light replacements. He thanked the Board and Staff, on behalf of the dog park users, for putting in the dog shower.

**V. Old Business**

None

**VI. New Business**

**a. Action on Ordinance 17-04: Tax Abatement for Alternate Revenue Source Bonds**

Commissioner Grada made a motion to approve Ordinance 17-04: Tax Abatement for Alternate Revenue Source Bonds, seconded by Commissioner Nyquist.

Heather Collins, Superintendent of Finance & Administration, stated the District is very close to paying off the bonds issued to construct the Sports & Rec Center.

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

**b. Action on Ordinance 17-05: Providing for the issue of approximately \$1,249,535 General Obligation Limited Tax Park Bonds, Series 2017, of the DeKalb Park District, DeKalb County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of certain outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, authorizing the sale of said bonds to purchaser thereof.**

Commissioner Grada made a motion to adopt Ordinance 17-05: Providing for the issue of approximately \$1,249,535 General Obligation Limited Tax Park Bonds, Series 2017, of the DeKalb Park District, DeKalb County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of certain outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof, seconded by Commissioner Nyquist.

Anthony Miceli, Senior Vice President at Speer Financial, advised on the competitive sale of the tax bonds. He stated four banks, both locally and regionally sent in their bids and an excellent bid was received from Resource Bank in DeKalb. President Young asked what four banks bid.

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

**c. Action to Resolution 17-09: Tax Levy Estimate**

Commissioner Nyquist made a motion to announce and approve Resolution 2017-09: 2017 estimated property tax levy in the amount of \$2,687,394, seconded by Commissioner Holliday.

Ms. Collins advised that every year the District has the opportunity to levy their taxes. Commissioner Nyquist asked if the percentage was somewhere between 4-5%. Ms. Collins stated yes, meaning not a lot of extra money will be generated for the District.

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

**d. Action to Appoint Delegate to IAPD Annual Business Meeting in January 2018**

President Young asked who wanted to be the delegate. Amy Doll, Executive Director, volunteered and suggested Mat Emken, Superintendent of Parks & Development, be an alternate.

Commissioner Nyquist made a motion to appoint Amy Doll as the DeKalb Park District delegate and Mat Emken as an alternate delegate to the Illinois Association of Park Districts Annual Meeting on January 20, 2018, 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 on Health Insurance Renewal for 2018**

Commissioner Nyquist made a motion to approve the health insurance renewal with Blue Cross/Blue Shield and dental, vision, life insurance and AD&D renewal with Principal Financial Group for calendar year 2018, seconded by Commissioner Perkins.

Ms. Collins advised that the total annual increase is 3.75% or \$4,646. President Young stated it seems like a good deal. Commissioner Nyquist asked if the employee contribution was staying the same. Ms. Doll stated yes, that the percentage the employee is responsible for will not change.

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

**f. Action on 2018 Pool & Golf Pass Rates**

Commissioner Nyquist made a motion to approve the 2018 pool pass and golf membership rates, seconded by Commissioner Grada.

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised on a 5% increase in pool pass rates and mentioned they have not been changed since 2014. He stated Buena Vista golf passes will see a \$10 increase across all pass types and the River Heights only pass will be re-implemented after feedback from golfers. He stated that with the improved course standards, the price increase is in line with other courses and resident rates are still \$50 cheaper than Sycamore Golf Course.

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

**g. Action on 2018 Rental Rates**

Commissioner Nyquist made a motion to accept the proposed FY2019 facility rentals rates as described, seconded by Commissioner Holliday.

Mr. deOliveira advised on the increase in rentals at Lions shelter after the recent improvements which led to the fee increase for next year. He stated the Terrace Room fees will increase as they have every year, but he does not see this affecting the overall amount of rentals. Commissioner Holliday asked if Lions park renters are told they are only renting the shelter house.

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

**h. Action to Ratify Tax Objection Settlement Agreement**

Commissioner Grada made a motion to ratify the Tax Objection Settlement Agreement with 1020 West LLC, et al., seconded by Commissioner Nyquist.

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

**i. Action on Agreement with ComEd**

Commissioner Grada made a motion to approve the landscape installation and maintenance agreement with Commonwealth Edison Company, seconded by Commissioner Perkins.

Ms. Doll advised that ComEd approved the final draft of the nature trail plan via e-mail so the District attorney was asked to draft a document that can be signed to make it official. Commissioner Nyquist asked if there was any reasoning behind ComEd only wanting a 10 year agreement. Ms. Doll stated no, but with the District wanting 20 years, and ComEd wanting 10 years, a compromise of 15 years was reached. Commissioner Nyquist stated his concern with the agreement ending and ComEd thinking they can do whatever they want to do. Commissioner Holliday stated he hopes at the end of 15 years everything would have gone well and the agreement could be extended. Commissioner Nyquist agreed but would like to see that in writing. Commissioner Holliday stated he was impressed with ComEd's cooperation and how they have handled the situation. Ms. Doll agreed and pointed out the grant received from ComEd. Commissioner Perkins commended staff for working hard to get to this point.

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

**j. Action on Nature Trail Plan**

Commissioner Grada made a motion to approve the Nature Trail Restoration and Maintenance Plan, seconded by Commissioner Perkins.

Ms. Doll stated she is looking for the Board to approve the final plan Encap presented at the September Board meeting. Commissioner Holliday asked if the plan would go out to bid once approved. President Young asked if a time limit for implementation was put on the grants recently awarded and asked if they need to be used specifically for the nature trail restoration project. Ms. Doll advised there are stipulations but she would look into the timeline for usage. Commissioner Nyquist pointed out the removal of shrubs in the final plan even after there was a consensus to add more. He thanked DeKalb Rotary for raising funds for the project and stated that he thinks ComEd should be responsible for half of the maintenance.

Commissioner Nyquist moved to table the vote to further discuss funding. President Young looked for a second, motion failed.

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

## **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 Grada made a motion to approve payment for October open invoices in the amount of \$60,086.81 and to approve paid invoices from October and November in the amount of \$127,295.50, seconded by Commissioner Perkins.

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

## **VIII. Staff Reports**

Commissioner Holliday asked for an update on the new maintenance building. Mr. Emken advised the break room is being utilized, park vehicles are parked in the garage, the heat and water is on, and Comcast will be running cable lines to get the internet and phones up and running. President Young asked if the Board would consider an open house. Ms. Doll stated one will be planned for the spring. Commissioner Perkins mentioned how she noticed playground equipment at Welsh Park has not been able to be used for a while. Mr. Emken stated he is waiting on parts so it can get fixed.

## **IX. Executive Session**

Commissioner Nyquist made a motion to go into closed session for the purpose of Collective Bargaining Matters 2(c)2 and Setting a Price for Sale or Lease of Real Estate 2(c)6, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

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

**X. Reconvene Open Meeting**

Meeting opened to the public at 8:18 p.m.

**XI. Adjourn Public Meeting**

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

Meeting adjourned at 8:18 p.m.