

MINUTES
DeKalb Park District
Board of Commissioners Meeting
December 15, 2016
Ellwood House Visitors Center
509 N. 1st St., DeKalb, IL

Study Session
6:00 p.m.

Call to Order: President Phil Young called the Study Session to order at 6:01 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Karin Johns, Marketing and Communications Manager Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, and Park Supervisor Todd Bex.

Introduction of Katherine McLaughlin, Digital Media & Marketing Specialist

Marketing & Communications Manager, Scott deOliveira, introduced Katherine McLaughlin as the Districts new Digital Media & Marketing Specialist. He stated she comes with a wealth of experience in social media, web content management and photography. Questions were asked about her hours and where she will be working.

Sanitary District Presentation

Mark Eddington, P.E. District Manager at the DeKalb Sanitary District, presented a slideshow highlighting the proposed sanitary plant. He stated that the District is an excellent partner and neighbor they are looking forward to working with. Mr. Eddington detailed the history of the plant and stated that the new plan is just replacing the current plant and does not include development. Features of the \$55 million project included minimal lighting, keeping the surrounding neighborhoods beautiful, no entrance through a neighborhood, keeping odor to a minimum, a new public building and making the new plant quieter than the existing one. He stated that bids will start in January of 2017, construction would begin August of 2017 and completion would be in the summer of 2020.

Commissioner Nyquist asked what screening would be by the Districts ball fields. Mr. Eddington said Arbor Vitae are there and when looking from the plant, staff can hardly tell the park is there.

Mr. Eddington stated he is looking forward to working with the District on the Lions Park & Kish River Bike Path projects.

City of DeKalb Presentation-STEAM Learning Center

Lauren Stott, from the City of DeKalb, presented data found from DeKalb residents who recently participated in a feasibility learning study regarding a proposed STEAM Learning Center in the City of DeKalb. Ms. Stott mentioned that DeKalb is already home to a NIU premiere STEAM Learning Center but the goal is for a museum to open so children can learn about STEAM year round.

President Young asked if a location has been selected and if it would be an existing structure or if one would need to be built. Ms. Stott stated that future sites are being talked about right now. President Young asked what kind of support she was looking for from the District. Ms. Stott stated that they are just looking for a reference stating that the District is for this idea and are not asking for financial support. President Young stated he believes it sounds like a good idea.

GIS Project Proposal

Amanda Carew, Cartographer with the Geovisual Mapping Laboratory at NIU, presented a slideshow with information regarding bringing a GIS (geographical information system) project to the District. Ms. Carew highlighted what the GML is, gave an overview of GIS, presented the benefits of the project to the District and presented scenarios on how GIS would be used in the District. The timeline for the project would be 18 months and would start in March of 2017 with a price of \$19,319 and training would be provided to District staff.

Commissioner Nyquist asked what the cost would be if the District went with another company. Ms. Carew advised the board that it would cost 4 times that amount. President Young stated that the District has looked into this a little bit and that this proposal is a very good concept.

Kiwanis Park Master Plan Proposals

Ms. Doll advised that staff voted between the 8 proposals that were received and the Board were given the top 3 to look over. She mentioned that there is money allocated in the FY 2017 budget for this project in the amount of \$11,000.

President Young asked Ms. Doll what she needed from the Board. Ms. Doll stated that staff is looking for input and that they will take any questions that they have. A general consensus was reached for the top 3 companies to come in and present their proposal to the Board.

Adjournment

Commissioner Nyquist made a motion to adjourn the meeting, seconded by Commissioner Irving. Motion carried by voice vote. Meeting adjourned at 6:52 p.m.

MINUTES
DeKalb Park District
Board of Commissioners Meeting
December 15, 2016
Ellwood House Visitors Center
509 N. 1st St., 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 7:07 p.m.

Board Members Present: President Phil Young, Commissioner Dag Grada, Commissioner Keith Nyquist and Commissioner Bryant Irving. Absent: Commissioner Dean Holliday

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Karin Johns, Marketing and Communications Manager Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Park Supervisor Todd Bex, Roger Olsen and Josh Looney.

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

a. Special Board Meeting of November 14, 2016

Commissioner Nyquist made a motion to approve the meeting minutes from the Special Board Meeting of November 14, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

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

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

c. Executive Session of November 17, 2016

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

IV. Public Comments

No public Comment.

V. Employee Recognition

a. Josh Looney (5 years)

Park Supervisor, Todd Bex, introduced Josh Looney and mentioned he started working at the District in 2003. Since then he has held many positions in various departments but is currently in the Parks department. Mr. Bex said Mr. Looney is a great addition to the team, vital in picking up slack from other employees and it has been a pleasure working with and getting to know him.

b. Liz Peerboom

Ms. Doll stated that Liz Peerboom can no longer take minutes at the Districts Board meetings. Mrs. Peerboom has been both helpful and accurate at taking minutes and she will be missed at the District. Mrs. Peerboom thanks the Board for the opportunity to serve them.

VI. Old Business

a. Action on Ordinance 16-13: 2016 Tax Levy Ordinance

President Young asked Superintendent of Finance & Administration, Karin Johns, to explain the 4.55% increase.

Commissioner Nyquist made a motion to approve Ordinance 16-13: Tax Levy Ordinance for 2016 Property Tax Levy, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Irving, Grada, Nyquist, Young. Nay: None. Absent: Holliday. (4-0-1)

b. Action on 2017 Golf Fees

Marketing and Communications Manager, Scott deOliveira, highlighted notable changes made to the 2017 golf fees based on feedback from the previous meeting. President Young asked if the changes were discussed with golf staff. Mr. deOliveira said that they collectively came together on the changes.

Commissioner Grada made a motion to approve Golf Fees and Membership Rates for FY 2018, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Grada, Nyquist, Irving, Young. Nay: None. Absent: Holliday. (4-0-1)

c. Action on 2017 Rental Rates

Marketing and Communications Manager, Scott deOliveira, stated that small increases were made to gym and field rentals but noted that shelter rentals remain the same.

President Young asked if Mr. deOliveira had seen an increase in the rentals of the District's facilities. He advised that there has been no drop off at the Terrace Room and it has remained consistent. Food and Clubhouse Manager, Jane Holdridge, mentioned that the golf courses are busier. Superintendent of Recreation, Bill Ryder, mentioned that the soccer field rentals are consistent but Katz Park rentals have picked up due to the new playground.

Commissioner Nyquist made a motion to approve facility rental rates for FY 2018, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Irving, Grada, Nyquist, Young. Nay: None. Absent: Holliday. (4-0-1)

VII. New Business

a. Police Department UTV Grant Purchase

Ms. Doll advised the Board that the DeKalb Police Department is looking for a \$5,000 donation from the District to be used towards the purchase of a Utility Terrain Vehicle (UTV). The UTV would be used throughout the community, including patrolling of the parks because it can be driven on the trails.

President Young stated he appreciates the relationship with the DeKalb Police and believes this purchase is essential, especially with the expansion of the trails.

Commissioner Irving asked what the total cost of the vehicle would be. Steve Lekkas, Commander, stated it would cost approximately \$18,500.

A consensus to support was reached.

b. Action on Resolution 16-08: Employee Cafeteria Plan

Ms. Doll advised the Board that the resolution gives employees who contribute to the Cafeteria Plan a 2 ½ month grace period to expend their flexible spending plan elections.

President Young asked if rates have gone up. Ms. Johns stated no.

Commissioner Nyquist made a motion to approve Resolution 16-08: Employee Cafeteria Plan, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Grada, Irving, Young. Nay: None. Absent: Holliday (4-0-1)

c. Action on KSRA Agreement

Ms. Doll reminded the Board about the KSRA Agreement discussion that took place at the meeting last month and explained how the inclusion implementation process works.

President Young asked if the District and KSRA were in an intergovernmental agreement. Ms. Doll stated that KSRA pays rent to the DeKalb Park District but is an independent organization, formed by park district agreements.

Commissioner Grada made a motion to approve the Kishwaukee Special Recreation Association Agreement, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Irving, Nyquist, Young. Nay: None. Absent: Holliday (4-0-1)

d. Amend IGA with City of DeKalb Regarding Kishwaukee Bike Path

President Young pointed out discrepancies between the intergovernmental agreement included in the Board packet and the intergovernmental agreement given initially to the City Council for its meeting earlier that week. Specifics were asked about the amendment.

Commissioner Nyquist advised that he heard the 5th Ward Alderwoman ask staff during the City Council meeting about the completion date of the bike trail, and that staff had answered that the completion date was contingent in part on the Park District's choice of tree species. Consensus was to get clarification about that comment.

President Young asked where in the document it says that the trees that are being removed will be replanted. Ms. Doll advised that nothing is mentioned about tree replacement in the document because it was not part of the original agreement in 2014 and stated that the point of the motion was to vote on the date of completion being pushed back. President Young asked if any meetings were had with the City of DeKalb and the District staff. Ms. Doll advised that there were no meetings about tree replacement but staff will look through past files.

Commissioner Grada made a motion to approve the Amendment of the Intergovernmental Agreement (IGA) with the City of DeKalb for the Maintenance of Bike Paths, seconded by Commissioner Irving. Motion carried by voice vote. Aye: Irving, Grada, Nyquist, Young. Nay: None. Absent: Holliday (4-0-1)

e. Approve Commissioner Travel to IAPD Conference

Ms. Doll advised the Board that the motion makes it compliant with the new travel policy that was amended last month.

Commissioner Nyquist made a motion to Authorize President Young, Commissioner Grada, and Commissioner Irving to Attend the IAPD Conference in Chicago January 20-21, 2017, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Grada, Irving, Young. Nay: None. Absent: Holliday (4-0-1)

f. Action on Accounting & Administrative Assistant Job Description

Superintendent of Finance & Administration, Karin Johns, advised the board that the position has been vacant since August 2016 and the job description was revised to fit the current needs. President Young stated that Item 8 is going

against board policy meaning the minute taker is designated by the Board.

President Young asked Ms. Johns to explain the job duties that changed. Ms. Johns advised that the removed tasks included an understanding of accounting procedures. The person who fills the roll will still be involved in registration software and more administrative tasks were added.

Commissioner Nyquist asked what specifically about Item 8 violates policy. President Young clarified this for the Board.

Commissioner Irving stated he would like to amend part of the document and change the supervisor from the Superintendent of Finance & Administration to the Human Resource and Payroll Manager. Commissioner Irving made a motion to strike Item 8 and change the supervisor. Commissioner Nyquist stated he would be more comfortable making two separate amendments.

Commissioner Irving made a motion to amend the job description to remove Item 8, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Nyquist, Grada, Irving, Young. Nay: None. Absent: Holliday (4-0-1)

President Young wanted to make it clear that the person in this position is not an assistant to the Executive Director. Ms. Doll stated that that is correct, they would act as an Administrative Assistant to the whole district but they would stay in the finance department.

Commissioner Nyquist made a motion to approve the Accounting and Administrative Assistant Job Description, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Irving, Nyquist, Young. Nay: None. Absent: Holliday (4-0-1)

g. Action to Authorize Staff to Fill Accounting & Administrative Assistant Position

Ms. Doll highlighted the salary range and stated that it would be full time with benefits including the opportunity for overtime.

Commissioner Nyquist made a motion to authorize staff to fill the Accounting and Administrative Assistant position and waive the requirement in Personnel Policy 1-5 requiring that the Park District advertise the opening in a newspaper of general circulation in the City of DeKalb, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Irving, Grada, Nyquist, Young. Nay: None. Absent: Holliday (4-0-1)

VIII. Financial Reports

- a. Action on Invoices for Payment**
- b. Monthly Financial Summary**
- c. Purchase Orders**
- d. Budget/Actual Report**

President Young had specific questions regarding reimbursement from KSRA for IT expenses. Commissioner Irving asked if the \$3,500 payment to W.E. Hanna Surveyors was required.

Commissioner Grada made a motion to approve payment of December open invoices totaling \$90,244.72 and to approve paid invoices from November and December in the amount of \$1,248,269.68, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Young. Nay: None. Absent: Holliday (4-0-1)

IX. Staff Reports

A. Ellwood House

B. Staff reports

President Young asked how the Lacrosse program was going. Superintendent of Recreation, Bill Ryder, advised that Try Lacrosse Day numbers were up and he has been targeting Jr. High students who come over to the Sports and Rec Center and play during P.E.

President Young mentioned he received an inquiry from a member of the public asking when the skating rink at Hopkins would be open. Mr. Emken stated that he would like to have it opened next week.

X. Executive Session

Commissioner Nyquist made motion to go into closed session for the purpose of Personnel 2(c)1 and for Setting a Price for Sale or Lease of Real Estate 2(c)6, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Grada, Irving, Nyquist, Young. Nay: None. Absent: Holliday (4-0-1)

Meeting closed to the public at 8:06 p.m.

XI. Reconvene Open Meeting

The meeting reconvened at 9:34 pm.

XII. Adjourn Public Meeting

Commissioner Nyquist moved to adjourn the public meeting at 9:34 pm. Seconded by Commissioner Irving. Motion carried by voice vote.