

**MINUTES**  
**DeKalb Park District**  
**Special Meeting of the Board of Commissioners**  
**January 5, 2017**  
**Hopkins Administration Building**  
**1403 Sycamore Road, DeKalb, IL**  
**Study Session**  
**4:00 p.m.**

**I. Meeting Call to Order and Roll Call:** President Phil Young called the Study Session to order at 4:00 p.m.

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

**Staff members present:** Executive Director Amy Doll, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Finance and Administration Karin Johns, Administrative Assistant Emily Bidstrup, Marketing and Communications Manager Scott deOliveira, Graduate Management Analyst Ryan Lindeman, Superintendent of Recreation Bill Ryder, Recreation Office Coordinator Wendy Hayes, Superintendent of Golf Shane Bays, Food and Clubhouse Manager Jane Holdridge, Superintendent of Parks and Development Mat Emken, Park Supervisor Todd Bex, Park Maintenance and Special Projects Team Leader Dave Kessen, Facilities Team Leader Mike Mascal, Roger Olsen, Josh Looney, and Harry Kellogg.

**II. Action on Agenda**

Commissioner Irving made a motion to approve the agenda, seconded by Commissioner Nyquist. Motion carried by voice vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

**III. Public Comment**

None

**IV. Discussion of Maintenance Building Design**

Jason Estes, FGM Architects, presented a handout of the proposed maintenance building blueprint. President Young asked how much has changed since the last set of plans the Board received December 20<sup>th</sup>. Mr. Estes stated that there is much more clarification in regards to plumbing and electrical and he was meeting with the city to discuss codes. Plans were made in line with codes from 2015 so changes could be made if the codes have been updated. He stated that bidding could begin Monday January 9<sup>th</sup>.

Commissioner Holliday suggested that the walls should be poured concrete at least 4 feet

up. Commissioner Irving agreed stating that he was concerned with safety and wood walls would not stop a truck from entering. Mr. Estes stated that having a concrete wall wouldn't necessarily stop a truck from entering either. There was disagreement between Mr. Estes and Commissioner Irving regarding this matter.

Commissioner Irving asked why the building needed 6 doors. Mr. Estes stated that more doors allow for better use and less dead space. President Young asked what the additional cost is for the doors. Mr. Estes stated that dropping 2 doors would save about \$4,000-\$5,000. President Young asked how much it would cost to add extra doors in the future. Mr. Estes said about \$12,000.

Commissioner Irving stated his concern over using wood vs. steel. Mr. Estes advised the Board on warranties which included 50 years on the wood, 35 years on the roofing/siding panels, 10 years on the paint, 5 years on the framework elements and 5 years on general defects and whoever is building would guarantee that.

Commissioner Holliday asked about the possibility of adding on because questions were raised about it being too small. Mr. Estes stated that because of the layout, you can't add to the North, adding to the South & East would cut access to the yard and adding on to the West is only possible if the building gets shorter. Commissioner Irving stated he isn't sold on the size of the building.

President Young asked if the current building is really difficult to work in and stated that he wants to make sure there is enough space for staff. Mike Mascal, Facilities Team Leader, stated that at the new building they will be gaining shop area and the current shop is tight because of the square footage, door access and layout. Mr. Estes stated that the new building will be close to the width of the current building but the space will be more efficient.

President Young asked what the numbers and timeline would be if the base was changed from wood to steel. Mr. Estes advised that a review would be needed and it would take 2-3 more weeks until it would be ready for bid. Wood would be \$300,000 vs. \$500,000 for metal. President Young commented that the changes that Commissioner Irving has suggested would cost an additional \$500,000. Discussion amongst the board and final comments were made.

President Young stated that if the new building is approved, staff needs to start thinking about a future cold storage building because the new just needs to be a repair shop.

## **V. Action to Approve Maintenance Campus Building Design**

Commissioner Nyquist made a motion to approve the design of the new maintenance building, seconded by Commissioner Grada. Motion carried by voice vote. Aye: Grada, Nyquist, Young. Nay: Irving, Holliday. Absent: None. (3-2-0)

**VI. Discussion of Job Descriptions for the Superintendent of Marketing & Golf Operations, Golf Maintenance Superintendent, Golf Maintenance Assistant Superintendent, Golf Clubhouse Operations Manager, and Golf Maintenance Worker Level 2**

President Young started by saying that individual names would be not used during this discussion but rather titles and/or job descriptions. Amy Doll, Executive Director, stated that anytime the District has an open position, policy is followed to fill it and continued by highlighting a couple major changes.

Commissioner Holliday stated his confusion regarding the Golf Maintenance Superintendent position and does not think its fair to this position to go from a level 6 to a level 5.

President Young stated that the Superintendent of Marketing & Golf Operations was a weird title. Ms. Doll advised that as people continue working here, their skills evolve and they are given new challenges to take on. President Young asked where the person in this new position would be based. Ms. Doll stated that their main office would be at the Administration Office but they would have separate work stations at each golf course.

President Young stated that the Golf Maintenance Assistant Superintendent position is vacant and it should be filled sooner rather than later.

**VII. Discussion of Changes to Personnel Policy 1-16: Policy on Grade and Salary Schedule**

President Young stated that he believes both the Golf Clubhouse Operations Manager job description re-write and grade scale increase is long overdue. Commissioner Irving stated that he doesn't think it is right that the Golf Maintenance Superintendent's pay grade went down a level.

**VIII. Discussion on Filling the Golf Maintenance Assistant Superintendent Position**

President Young stated that since the Golf Maintenance Assistant Superintendent position is currently vacant, it should be filled sooner rather than later. He also asked if this was a new position that was added. Ms. Doll advised that this is not a new position and that job descriptions were just re-written.

**IX. Adjourn Public Meeting**

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

Meeting adjourned at 5:36 p.m.