

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
January 11, 2018
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Study Session
6:00 p.m.

I. Meeting Called 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, and Commissioner Dag Grada. Absent: Commissioner Patti Perkins.

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, Golf Maintenance Superintendent Jeff Cameron, Food and Clubhouse Manager Jane Holdridge and Accounting & Administrative Assistant Emily Bidstrup.

II. Introduction of Jeff Cameron, Golf Maintenance Superintendent

Superintendent of Marketing & Golf Operations, Scott deOliveira, introduced Jeff Cameron and highlighted his experience at Bolingbrook Golf Club and White Eagle in Naperville. Mr. deOliveira advised that staff are really excited to have him. Mr. Cameron mentioned he was pleased to be there and excited about the future. President Young inquired about Mr. Cameron's experience at Rich Harvest Farms.

III. Ellwood House Historic Structures Report

Ellwood House Executive Director, Brian Reis, reported on the Historic Structures Report (HSR) that was recently done by Restoric, LLC. He stated the whole process has been very interesting and several new pieces of information have been found. A grant was received from the Jeffris Family Foundation, a company that funds historic restoration projects in small towns in the Midwest. The price for a total restoration would be about \$4 million, but Mr. Reis believed \$900,000-\$1 Million would be a better estimate to complete those repairs that are more necessary. Those included repairs to the conservatory roof, ADA accessible upgrades to the outdoor lift & laundry room exit, repairs to the main roof, adding UV protection window panes, adding a new third floor HVAC system & attic insulation and interior restoration of the "keyhole" design. Mr. Reis added that he would like to see implementation of a self guided tour so visitors can tour at their own pace.

Mr. Reis advised that the Jeffris Family Foundation is an all or nothing 1:3 challenge grant, meaning if 2/3 of the amount isn't raised, the Ellwood Association would not receive any grant money. He mentioned that the DeKalb Park District can contribute up to 25% of the total project. Commissioner Grada asked how long the funds have to be raised. Mr. Reis stated 3 years. Commissioner Holliday asked if the parts of the house that needed repair could last however long it might take to raise the funds. President Young asked if there was a list of everything proposed in the HSR and how many phases it might take for the whole project. President Young also asked what sources will be used for funding. Mr. Reis responded that he would like to see donations of large gifts and the Ellwood family will be contacted.

IV. Managed IT Service Discussion

Mr. deOliveira presented the advantages and disadvantages to the managed IT service model. Advantages included fixed costs, time saving and less burdensome on District staff, and the vendor has an incentive to work quickly. A disadvantage included paying a fixed rate but not having any IT issues that have to be dealt with. He also presented a breakdown of the current monthly IT expenses. President Young asked if the monthly expenses included hardware, if older systems are being replaced as quickly as possible and if every workstation is on Windows 10. Mr. deOliveira advised that workstations are on a 5 year rotation and about 2/3's of them are on Windows 7. President Young asked what the bid from SunDog, the District's current IT vendor, was. Executive Director, Amy Doll, responded \$3,600/month. Mr. deOliveira stated that a lower bid was submitted but that company did not have what the District wanted. President Young asked how much staff is trained on Office365 and how GIS data will be stored. He asked if Mr. deOliveira was recommending the District go to a managed IT service. Mr. deOliveira responded yes, that it would save time and energy and be more efficient and profitable. President Young asked about the contract length and if the District realizes the managed IT model no longer fits after the length of the contract, would they return to the old model or pick a different vendor. Mr. deOliveira advised that both options would be assessed.

V. Discussion of Merit Increase Pool for FY 2019

Ms. Doll advised that as part of the proposed FY2019 budget, an increase of \$29,100 is budgeted. Last fiscal year, increases were based on a 1% cost of living increase, a 1.5% performance increase and a 1.5% merit increase. Commissioner Holliday believed a merit increase would be the same thing as staff just doing their job. Ms. Doll advised that some employees go above and beyond. Commissioner Holliday stated he would like to see a larger percentage increase for cost of living instead of merit. Commissioner Nyquist pointed out that if all employees were to receive the full 3% increase, the amount budgeted would not be enough. Commissioner Holliday asked if the merit raise is a lump sum. Ms. Doll advised that the cost of living and merit increases would go into the employee's base salary and be spread throughout all paychecks. President Young inquired about how long the Districts current way of evaluating has been in place and asked if each Superintendent evaluates employees using the same criteria and metrics. Ms. Doll responded that the same form is used for all evaluations.

VI. TIF Discussion

Superintendent of Finance & Administration, Heather Collins, advised that the District had recently received notice from the City of DeKalb that they would like to start looking into creating TIF Districts. Ms. Collins explained what a TIF is, how it works, who benefits from it and what can be improved with the funds. Commissioner Nyquist mentioned he heard TIF funds can only be used on capital projects and pointed out that the only parks the District has inside of TIF Districts would be along Lincoln Highway. He stated that without having any property inside of the TIF District, the Park District cannot benefit in any way. President Young asked if the City notified the District or if staff found out via the newspaper. Ms. Doll advised that a certified letter was sent from the City to notify the District. President Young asked if City staff are willing to talk to District staff. Ms. Doll stated that public hearings will be held and City staff are willing to attend District Board meetings to present. President Young believed it would be a good idea for them to attend a future Board meeting.

VII. Policy 100.18 – Program Cancellation/Facility Closings

Staff suggested separating the policy from the procedure.

VIII. Policy 300.10 – Open Gym Policy

Staff suggested separating the policy from the procedure.

IX. Policy 300.17 – Behavior Management

Staff suggested separating the policy from the procedure. President Young asked if any signs were posted with building rules. Superintendent of Recreation, Bill Ryder, advised that rules are in the brochure, online and banners are hung at recreation facilities.

X. Adjournment

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

Meeting adjourned at 6:51 p.m.

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
January 11, 2018
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
7:00 p.m.

- I. Meeting Called To Order, Roll Call, and Pledge of Allegiance:** President Phil Young called the meeting to order at 7:02 p.m.

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

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, Golf Maintenance Superintendent Jeff Cameron, Food and Clubhouse Manager Jane Holdridge and Accounting & Administrative Assistant Emily Bidstrup.

II. Action on the Agenda

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

III. Consent Agenda

- a. Special Board Meeting of December 7, 2017**
- b. Study Session and Public Meeting of December 21, 2017**

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

- a. Action on Tentative Budget for Fiscal Year 2019**

Commissioner Grada made a motion to direct staff to develop and post for public inspection Ordinance 18-01: Budget & Appropriation Ordinance for FY2019, seconded by Commissioner Nyquist.

Superintendent of Finance and Administration, Heather Collins, advised that \$3,000 was added to the museum fund for dark sky lighting and \$4,000 was added to the audit fund for audit purposes. She mentioned that the Budget and Appropriation Ordinance must be put on display for 30 days before final action. Commissioner Grada asked where the money will come from for the additions being made. President Young inquired about the amount budgeted for the Social Security Fund.

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

b. Action on Ordinance 18-02: Park Closing Hours

Commissioner Nyquist made a motion to approve Ordinance 18-02 to amend Park Code section 8.08, Closing Hours, seconded by Commissioner Holliday.

Superintendent of Parks and Development, Mat Emken, advised that staff recommend changing park hours from sunrise to sunset. President Young inquired about closing times of parks with temporary and permanent lighting. Executive Director, Amy Doll, advised that those parks would be closed at 11 pm according to park policy. Commissioner Nyquist stated it's vital that opening and closing times are fixed so sunrise to sunset is appropriate. However, he stated he is worried about equal enforcement at all parks and suggested making an amendment to the ordinance to say parks open 30 minutes before sunrise and close 30 minutes after sunset. Commissioner Grada agreed that there should be at least a 30 minute buffer for those people who use the park before and after work. President Young asked what the difference was between sunrise and sunset and dawn and dusk. He thought about what the posted signs would say and stated whatever is said, needs to be very specific. Commissioner Nyquist stated that adding the time buffer would get rid of the ambiguity. Ms. Doll recommended tabling the vote tonight to get input from the District's attorney. Commissioner Holliday believed everyone was becoming a little to nitpicky.

Commissioner Nyquist made a motion to amend Ordinance 18-02 to add wording that parks will open 30 minutes before sunrise and close 30 minutes after sunset, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist. Nay: Young. Absent: Perkins. (3-1-1)

Motion on Amended Ordinance 18-02 carried by roll call vote. Aye: Grada, Holliday, Nyquist, Young. Nay: None. Absent: Perkins. (3-0-1)

c. Action on Park Maintenance Standards

Commissioner Grada made a motion to approve the Park Maintenance Standards, seconded by Commissioner Holliday.

President Young asked if the changes made to the ponds and waterways section will successfully mitigate algae and asked if there are significant costs to implementation. Commissioner Nyquist asked how certain guidelines regarding the disc golf section would be practically applied. Mr. Emken advised that

knowledgeable people from outside of the District would be consulted when specific work needed to be done on the course. Commissioner Nyquist was concerned with outside experts having a say in how District parks are maintained and pointed out that the disc golf course is inside of a park, and does not stand alone. He provided an example of staff cutting down a perfectly healthy tree because an outside expert suggested it. He stated that there is a lot of ambiguity in the knowledgeable person statement and wondered why park staff couldn't be the ones consulted instead. Commissioner Grada stated park staff would be performing the work, but a knowledgeable person would be consulted before the work is performed. He believed nothing would be out of the control of the District. Commissioner Nyquist asked if Mr. Emken drafted the wording. Commissioner Grada advised that he suggested it and Mr. Emken created the wording. President Young asked if park staff can be taught proper disc golf maintenance. President Young asked how the maintenance standards will be evaluated and reviewed.

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

d. Approve Commissioner Travel to IAPD Conference

Commissioner Grada made a motion approve Travel, Meals & Lodging forms for President Young, seconded by Commissioner Nyquist.

President Young stated his schedule has changed and now he can attend the IAPD Conference.

Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist. Nay: None. Abstain: Young. Absent: Perkins. (3-0-1)

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 December open invoices in the amount of \$314,981.22 and to approve paid invoices from November and December in the amount of \$39,145.70, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist. Nay: Young. Absent: Perkins. (3-1-1)

VIII. Staff Reports

President Young advised that the Lion's Park OSLAD Grant check from the State of Illinois was received. He stated the project turned out excellent and he has heard great reviews from everyone.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Setting a Price for Sale or Lease of Real Estate 2(c)6 and Collective Bargaining Matters 2(c)2, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist. Nay: Young. Absent: Perkins. (3-1-1)

Meeting closed to the public at 7:46 p.m.

X. Reconvene Open Meeting

Meeting reconvened at 8:06 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 8:07 p.m.