

MINUTES
DeKalb Park District
Study Session
February 18, 2016
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL

6:00 p.m.

Call to Order: 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 Bryant Irving and Commissioner Dag Grada.

Staff members present: Executive Director Jason Mangum, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Amy Doll, Facility and Marketing Supervisor Scott deOliveira, Financial Administrator Josephine Knoble, Superintendent of Golf Shane Bays, Athletic Supervisor Bill Ryder, and Food and Clubhouse Manager Jane Holdridge.

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

I. Introduction of Shane Bays, Superintendent of Golf

Executive Director Jason Mangum introduced Shane Bays, the new Superintendent of Golf. Mr. Bays has been with the District for about 2 weeks. Mr. Bays advised that he is from Rochelle, is married and has 2 children. Superintendent Bays comes from the Rockford Park District.

The Board welcomed Mr. Bays.

II. Discussion of Personnel Policy Manual

Director Mangum advised the Board that the policy manual had been last reviewed in 2008. He added that attorneys from Ancel Glink has reviewed this policy and recommended several changes. These changes would be brought back to the March meeting for approval. Director Mangum advised that 40 of the 81 polices received edits and 2 new polices were added, as well as an introduction.

Director Mangum discussed the changes that are proposed and the addition to the policy that addresses pension spikes, referencing the Illinois Pension Code.

Director Mangum explained that the Illinois Pension Code prohibits large bumps in salary right before someone retires, unless there is a new position. Commissioner Holliday asked if the new position and pay raise would be with Board approval. Director Mangum advised that it does not talk about Board approval.

Commissioner Nyquist asked in what ways the change differs from previous.

Director Mangum also discussed the use of medical cannabis, adding that the use of such would be prohibited on District property.

Commissioner Holliday asked if language was changed stating that an employee would receive a pay raise even if they had a bad review. Director Mangum advised that the policy states that the employee will be ineligible for a pay raise if they get a bad review.

Commissioner Holliday had other questions about language in the manual. Director Mangum advised that there are 4 employees that receive IMRF benefits for working more than 1000 hours per year.

Commissioner Irving had questions about how an employee becomes eligible for IMRF benefits.

Commissioner Nyquist had questions about language in the policy in regards to the personnel file.

Commissioner Grada had questions about the rules for prescription drugs and medical cannabis. Commissioner Irving asked about drug tests and random drug tests. Director Mangum advised that only individuals that have a position of safety and security can be randomly tested. He added that the random drug tests done by the District are based on CDL rules. Commissioner Irving asked if the District does a drug test on new employees. Director Mangum advised that the District does drug test new employees.

Director Mangum discussed other changes in the policy manual regarding long term sick time.

Director Mangum went on to discuss military leave, which reflects new statute.

Director Mangum asked the Board about their thoughts on recording private conversations. He advised that this law was found unconstitutional. He asked if the staff should just get rid of that section, or if they would like something in the policy regarding this. The Board discussed whether or not it was enforceable, and whether it would be necessary to have conversations recorded. Director Mangum will get clarification from Ancel Glink for this section and bring recommendations back to the Board.

Other changes included changing the title of Assistant Director to Superintendent.

President Phil Young had questions about short term and long term email archiving. Director Mangum will get clarification from Ancel Glink on this item. President Young also had questions about requiring a valid driver's license. Director Mangum advised that it would be taken on a case by case basis, depending on the position.

President Young also asked about the policy on separations. Director Mangum advised that the District's current policy is still valid, but an employee can always sue the supervisor or the District. President Young asked about a new employee on probation. Director Mangum advised that a change in the policy addresses employee probation.

The Board discussed "at will" employment.

Commissioner Grada asked what the difference was between an introductory period and a probationary period. Director Mangum advised that the policy addresses the introductory period. Commissioner Grada said he feels there is no difference in status during an introductory period. Director Mangum advised that it comes down to documentation, but he will clarify this with Ancel Glink.

President Young asked about procedures during the introductory period. Director Mangum advised that there is not a procedure for what happens during an introductory period.

Commissioner Nyquist asked if these proposed changes been made available to staff. Director Mangum said that they have not been, but they will be made available.

III. Discussion of Dog Park Amenities

Superintendent of Parks and Development Mat Emken talked about a key fob system that can be installed at the dog park, for \$5,075, which was much lower than the previous quote. The system would give access to the entrance gate and would be hooked up to Wi-Fi. Mr. Emken also discussed the new push button lighting system.

Commissioner Holliday asked if it was 24 hours, but Mr. Emken advised that the District would control that, it would only be from dusk until dawn.

Commissioner Irving asked if the system could be installed by District staff. Mr. Emken advised that he didn't think there was anyone on staff that knows how to install such a system. Commissioner Irving suggested that the system be installed by staff, to save on costs.

President Young asked about the power utilization. If someone goes out and plays with the lights, would that be hard on the system and would it make the electric bill go higher. Mr. Emken said he doesn't think that it would be hard on the system, but he wasn't sure about the electric bill.

Athletic Supervisor Bill Ryder discussed the system that is used at the ball parks.

Commissioner Grada asked about the different systems and the quote for \$20,000 that was received previously. Mr. Emken advised that they are very similar systems and he does not know why the previous quote was so much. President Young asked about the

smoking issue, and he was concerned that there are checks and balances for the safety of all the users of the dog park. Commissioner Irving said that he agrees with President Young. He thinks that the District should prohibit smoking at the dog park. He also said that would like to see a requirement that dogs should be vaccinated before using the dog park. Commissioner Holliday suggested that the user be required to give proof of vaccinations. Mr. Emken advised that this system would require the user to prove that the dog has gotten vaccinations, pay an annual membership fee, and attend a training course before receiving a fob.

Director Emken advised that the Board will receive a policy at the next meeting for approval.

ADJOURNMENT

Commissioner Irving made a motion to adjourn the study session, seconded by Commissioner Nyquist. Motion carried by voice vote.

Meeting adjourned at 6:55 p.m.

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Thursday, February 18, 2016
Hopkins Park Community Center
1403 Sycamore Rd., DeKalb, IL
7:00 p.m.

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 7:03 p.m.

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

Staff members present: Executive Director Jason Mangum, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Amy Doll, Facility and Marketing Supervisor Scott deOliveira, Financial Administrator Josephine Knoble, Superintendent of Golf Shane Bays, Athletic Supervisor Bill Ryder, and Food and Clubhouse Manager Jane Holdridge.

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

a. Study Session and Public Meeting of January 21, 2016

Commissioner Irving made a motion to approve the Study Session and Public Meeting minutes of January 21, 2016, seconded by Commissioner Grada. Motion carried by voice vote.

b. Executive Session of January 21, 2016

Commissioner Irving made a motion to approve the Executive Session of January 21, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

c. Special Meeting and Executive Session of December 11, 2015

Commissioner Nyquist made a motion to approve the Special Meeting and Executive Session minutes of December 11, 2015, seconded by Commissioner Irving. Motion carried by voice vote.

IV. Public Comments

Ed Harvey made a comment about the policy on the dog park, stating that the lights should not be on during the winter months at all. He also commented about an agreement that is on the Board agenda. He suggested that staff never have a final action on a Board agenda that has never been brought before the Board previously.

V. Old Business

None.

VI. New Business

a. Action on Calendar for Park Board Meetings for Fiscal Year 2017

Commissioner Grada made a motion to approve the Calendar for Park Board meetings for Fiscal Year 2017, seconded by Commissioner Irving.

Commissioner Irving asked who makes the decision if a meeting is to be cancelled. Director Mangum advised that it would be the Board President that makes that decision, adding that if a meeting is cancelled there would most likely be a special meeting on a different date.

Motion carried by voice vote.

b. Action on License Agreement for Improvements to Park District Property

Commissioner Nyquist made a motion to approve the License Agreement for Improvements to Park District Property, seconded by Commissioner Irving.

Marvin Keys from First Midwest Group spoke to the Board about the proposed development on Sycamore Road that is adjacent to park property. He advised that, as part of their development, they are proposing to plant tall grass and other items between the trail and their development. He said that the plantings serve as dual purpose – screen from buildings, and to attract wildlife.

He supplied the Board with a small rendering of the area and a species list. Commissioner Irving asked about a fence or a wall. Mr. Keys advised that the grade varies, so there will be a two-tier retaining wall, adding that if the district feels that the screening is not sufficient, there will be a 6-foot fence installed. Mr. Keys discussed the layout of the plantings and the wall. He said that the plantings will be completed by September 30th.

Commissioner Nyquist had questions about the placement of the fence. Mr. Keys described exactly where the plantings, wall, and possible fence would be installed, adding that the fence will not extend along the entire property line, which is according to city code. Commissioner Nyquist was concerned about people using the trail seeing the building and the lights from the buildings above the plantings.

Mr. Keys advised that ultimately the plan is to have full coverage. Commissioner Irving asked that District staff be on site when the plantings are installed. President Young advised that, according to the agreement, the District does have a say in whether or not the plantings be moved around to better suit the District. Commissioner Nyquist asked about the flow of the creek. Mr. Keys advised that the creek flows toward Sycamore Road. Commissioner Nyquist asked what would happen if there is significant erosion. Mr. Keys advised that the City has certain requirements per the Municipal Code. Commissioner Nyquist asked if there is a possibility that the creek would need to be covered during construction with a culvert. Mr. Keys doesn't believe that it would be necessary, nor that the City would require that.

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

VII. Financial Reports

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

Commissioner Grada made a motion to approve the payment of December open invoices totaling \$113,527.12, and to approve paid invoices from January in the amount of \$364,755.14, seconded by Commissioner Holliday.

President Young asked about the billings for Sundog and TBC Net. Financial Administrator Josephine Knoble advised that it was incorrect, so it was reversed.

Commissioner Irving had questions about the bill for a park bench. Mr. Emken advised that the cost of the bench will be reimbursed by a donor.

Commissioner Irving had questions about invoices for Call One. Director Mangum advised that this charge would be for the new phone company that the District is now using, adding that this will be a monthly bill.

Commissioner Irving asked about an invoice for cleaning equipment. Superintendent of Recreation Amy Doll advised that the District will be purchasing cleaning supplies as they are needed, adding that this company has competitive pricing.

Commissioner Irving asked about invoices for pest control. Director Mangum advised that this is a monthly charge.

Commissioner Irving asked about an invoice for apparel from Sunburst. Ms. Doll advised that the District provides t-shirts and sweatshirts for staff, adding that she ordered in bulk so that she could get a better price.

President Young asked for clarification on Sundog and the new phone system. Facility and Marketing Supervisor Scott deOliveira explained the involvement of SunDog in the new phone system.

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

VIII. Committee and Staff Reports

a. Ellwood House

Director Mangum advised that it is now mid-winter break for the Ellwood House so, they are closed. He advised that he had a chance to look at the financials for the association and capital improvements, adding that they will be focusing on painting this year. President Young asked about installing a sidewalk. Director Mangum advised that this is not in the plan and in order to keep the historic nature, this will not be in the plan at this time.

b. Plan Commission

Commissioner Nyquist advised that the Planning Commission is working on the Annexation of the Nelson property and the Breezy property on Sycamore Road.

c. Staff Reports

None.

IX. Adjourn Public to go into Executive Session for the Purpose of:

- a. Discussing the minutes of meetings lawfully closed, whether for the purpose of discussing the approval of minutes or the semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)21 of the Open Meetings Act.
- b. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Commissioner Irving made a motion to go in to closed session for the purpose of discussing the minutes of meetings lawfully closed, whether for the purpose of discussing the approval of minutes or the semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)21 of the Open Meetings Act, and for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, seconded by Commissioner Holliday.

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

Meeting closed to the public at 7:44 p.m.

X. Reconvene Public Meeting

At 9:36, Commissioner Irving made a motion to reconvene the public meeting. Seconded by Commissioner Holliday.

XI. Action on Items Discussed in Executive Session

a. Action on Employee Separation Agreement

Commissioner Grada made a motion to act on an Employee Separation Agreement. Seconded by Commissioner Irving. President Young reported that since a final copy of an employee separation agreement had not yet been received by the District that action on the item would not be taken and would be considered again in a future meeting.

b. Action on Resolution 16-03. A Resolution Authorizing the Release of Closed Session Minutes

Commissioner Irving moved to approve Resolution 16-03. Seconded by Commissioner Holliday. The resolution states that the Executive Session minutes of December 11, 2015 be released to the public. The resolution also authorizes the destruction of the verbatim records of the following executive session meetings:

2014: March 13, March 31, April 2, April 8, April 25, April 26, April 27, April 28, April 29, May 3, May 28, June 12, July 10.

In a voice vote, all members voted 'aye' to approve the resolution.

XII. Adjourn Public Meeting

At 9:39, Commissioner Holliday moved to adjourn the meeting. Seconded by Commissioner Grada. In a voice vote, all members voted 'aye' to adjourn.