

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
March 7, 2019
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting 6:00 p.m.

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

President Phil Young called the meeting to order at 6:02 p.m.

Board members present: President Phil Young, Commissioner Keith Nyquist, Commissioner Dag Grada and Commissioner Dean Holliday. 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, Accounting & Administrative Assistant Emily Bidstrup and Park Maintenance & Special Projects Team Leader Dave Kessen.

II. Action on the Agenda

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

III. Public Comments

None

IV. Old Business

None

V. New Business

a. Approve Resolution 19-01: Approval of the Procurement Card Signatories with MB Financial

Commissioner Nyquist made a motion to approve Resolution 19-01: Procurement Card Signatories with MB Financial, seconded by Commissioner Holliday.

Heather Collins, Superintendent of Finance, advised that the contract had already been approved but the Resolution would make President Young and Commissioner Grada authorized signers on the account. President Young asked if any staff members are authorized signers. Ms. Collins stated no.

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

b. Discussion of Board Policy Manual

President Young advised that the Board Policy Manual needs to be updated and urged the Board to look over the manual and suggest changes. He stated that the attorneys have advised staff to remove or update policies that aren't being utilized. Commissioner Nyquist asked when he expected changes to be approved. President Young wanted the updates completed by the current Board members. Commissioner Nyquist pointed out the part of the policy that outlines what benefits retired Commissioners are granted. He said he opposed the benefit for several reasons and would like the specific policy overturned before he leaves the Board. President Young referenced a discussion with the District's attorney. They talked about several Park Districts in Illinois who are removing this type of policy very rapidly since a State of Illinois law prohibits previous and current Board members from receiving any type of compensation. President Young stated that he did not want to be in violation of state law, so he has asked the Park District's attorney to attend the next meeting for full transparency when addressing this policy. Commissioner Grada agreed that the policy needs to be addressed because there could be a potential liability. To make things easy, Commissioner Holliday suggested eliminating the benefit for everyone.

c. Discussion of Smoking Ordinance

Amy Doll, Executive Director, advised that the District's current policy prohibits smoking within 50 feet of parks, pools, playgrounds, special events, athletic fields, etc. but staff have talked about going completely smoke free with exceptions at both golf courses. She realized enforcement would be challenging so more signs would be posted. President Young heard feedback from people who feel the District is taking away their rights, but he knows the effects of second-hand smoke can be serious. He would like to get public input. Commissioner Grada wondered why staff were even looking at a complete ban if the golf courses were being excluded. He believed if a new policy were to be implemented, then it should include all of the District's locations. Commissioner Holliday understood why the golf courses were excluded but said it's a tough situation. Commissioner Nyquist remembered when NIU changed to a smoke free campus. He saw smokers walk onto the residential areas to be in compliance with the policy which caused problems for the community. Commissioner Nyquist believed the current policy was fine. President Young asked what the general consensus from the Board was. Commissioner Grada would like to keep the policy as is. President Young advised staff to do an assessment of the current "no smoking zones" and to look for ways to educate the public and enforce the current policy.

d. Discussion of Kiwanis Park Master Plan-SRC Berms

Ms. Doll stated that the Kiwanis Park master plan includes updates to the berm in front of the Sports and Recreation Center. Any changes made to the SRC property require an amendment to the special use permit and approval by the City. President Young asked if those who live in that area have been asked for input. Ms. Doll stated there have not been public input meetings to specifically discuss the berms but if things move forward, the City would have to hold a public input meeting. President Young asked what the cost would be. Ms. Doll advised that it

would cost \$147,000 for improvements of the entire portion along 4th Street but half the cost for improvements only to the berm area outside the SRC building. President Young suggested searching for grant opportunities. Commissioner Grada stated he would like to see native species planted.

e. Discussion of Movie Equipment IGA

Ms. Doll advised that in 2015, the District entered into an IGA with Sycamore Park District and Sandwich Park District for movies in the park equipment. At that time, Genoa Park District was not interested in joining but now they are. Genoa Park District would pay \$1,049 to each District involved. President Young asked if there had been any issues with the equipment being returned in poor condition. Ms. Doll stated there have been some very small issues, but they are always worked out with the staff involved. President Young stated he was all for it and that whenever the District can enter into an IGA to save money, it's a good idea.

f. Discussion of Pepsi Contract

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that the current contract with Pepsi is coming to an end. Staff reached out to Pepsi and Coke with only Pepsi returning a responsive proposal. Mr. deOliveira stated that staff have been very happy with the service Pepsi provides and on top of the rebates the District will receive, Pepsi will provide \$2,500 in sponsorship fees.

g. Discussion of Website Policies: DMCA, Privacy, Terms of Service

Mr. deOliveira advised on proposed policies which would make the District's website compliant with the "safe harbor" provisions of the Digital Millennium Copyright Act (DMCA). He stated he is very diligent about what is uploaded to the website. Commissioner Nyquist asked if the District shares any type of tracking data. Mr. deOliveira stated no. Commissioner Nyquist suggested adding wording to the policy which explains that. President Young asked if there was a policy regarding pictures that might be taken of participants in District programs or at special events. Mr. deOliveira said there is a policy on the website and those pictures are never sold to anyone or used for anything not relating to the DeKalb Park District.

h. Discussion of Grant Policy

Ms. Collins advised that she created a grant procedure manual which would be used for reference when applying for various grants. Ms. Doll advised that the proposed policy states the Board and District staff will comply with all applicable laws related to grant requirements. President Young asked what protocol is followed when the State no longer has enough money to fund the grant you were rewarded.

i. Discussion of Procurement of Professional Services

Ms. Collins presented a refresher on the steps to procure professional services and explained the difference between Request for Proposals (RFP's), Request for

Qualifications (RFQ's), Bids and Contracts. If the District is currently using a vendor for a project, but wants to use them for another unrelated project, President Young asked at what point must the District request that the vendor bid for that service. Commissioner Nyquist asked if the RFQ process can be used to secure other needs besides those that are listed in the Park Code. Ms. Collins said yes. President Young asked if the RFQ is a more recent practice. Ms. Doll specified it is a new process for the District and was used when looking for the maintenance shop architect. Commissioner Grada thanked staff for the clarification.

j. Discussion of Welsh Park Master Plan

Ms. Doll advised that Welsh Park has been a source of much conversation, so the District has allocated funds for a master plan. She stated that while the Annie Glidden North report has proposed some upgrades, ultimately it is the DeKalb Park District's property so staff and the Board will be making the final decisions on improvements. Upland Design has proposed a cost of \$9,480 to complete the master plan. President Young liked the proposal from Upland Design and inquired about a timeline for completion. Commissioner Grada stated he had a favorable impression of Upland Design and would be comfortable using them.

k. Discussion of Engineering Services for Paving Contract

Mat Emken, Superintendent of Parks, advised that the recently passed budget had a fairly extensive paving and seal coating replacement schedule. The restructuring of the parking lot at SRC will require engineering services. Mr. Emken is proposing the District use IMEG since they have been used for the majority of the Districts projects and staff have been extremely happy with them. Commissioner Holliday asked where IMEG was located. Commissioner Grada mentioned he did not have anything to adequately judge so he trusted staff preference.

VI. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Real Estate Acquisition 2(c)5, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Young. Nay: None. Absent: Perkins. (4-0-1)

Meeting closed to the public at 7:34 p.m.

VII. Reconvene Open Meeting

Meeting reconvened at 7:50 p.m.

VIII. Adjourn Public Meeting

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

Meeting adjourned at 7:51 p.m.