

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
June 15, 2017
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Study Session
6:00 p.m.

- I. Meeting Call to Order and Roll Call:** President Phil Young called the Study Session to order at 6:02 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Marketing & Golf Operations Scott deOliveira, HR & Payroll Manager Mark Copple, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Bill Ryder, and Roger Olsen.

II. Introduce Mark Copple, HR & Payroll Manager

Executive Director, Amy Doll, introduced Mark Copple, highlighted his background in Finance/HR and stated the District is happy to have him on board. A welcome was given by all.

III. Nature Trail Restoration Plan

Ms. Doll introduced Samantha DeDina, Maintenance Supervisor with ENCAP, and stated that getting input from the Board is the first step in the nature trail restoration plan. Ms. DeDina presented ENCAP's thoughts for a restoration plan and opened it up for questions from the Board.

President Young asked if the documentation from the previous year's discussions regarding the nature trail were reviewed and stated he would like to see more trees and bushes that fall within ComEd's height limit. Commissioner Nyquist mentioned his concerns with the suggested prairie landscape being too much of a high resource project and stated that a plan to get as much verticality as possible would be preferable. Commissioner Holliday mentioned that ComEd should probably be involved in the process and notified of the plan before planting begins. Ms. DeDina advised that ComEd currently is involved. Commissioner Grada asked how a naturalized planting area is determined. President Young asked to elaborate on the difference between native vs. non-native. Commissioner Perkins stated that at least two public meetings would be imperative so the public feels welcome to provide their input. Consensus to move forward with receiving public input was reached.

IV. Request to Rename Devonaire Farm Park

Ms. Doll advised that the District was approached by Dan Templin at the DeKalb County Community Foundation to change the name of Devonaire Farm Park to Rodney A. and Dorothy Thiele Wright Park. President Young stated his appreciation for citizens who make donations to the community. He pointed out that most parks in the District are named after last names and stated he would be more comfortable with changing it to Wright Park. Commissioner Grada agreed. Consensus to move forward with voting for the change was reached.

V. Adjournment

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

Meeting adjourned at 6:42 p.m.

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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 7:02 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Marketing & Golf Operations Scott deOliveira, HR & Payroll Manager Mark Copple, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Superintendent of Recreation Bill Ryder, and Roger Olsen.

II. Action on the Agenda

Commissioner Nyquist made a motion to amend the agenda to remove item 10, Reconvene Open Meeting, seconded by Commissioner Holliday. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

III. Consent Agenda

- a. Study Session and Public Meeting of May 18 2017**
- b. Executive Session of May 18, 2017**

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

IV. Election of Board Treasurer

Commissioner Grada nominated Dean Holliday for Treasurer, seconded by Commissioner Nyquist. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

V. Public Comments

None.

VI. Old Business

None.

VII. New Business

a. Action on Ordinance 17-02: Adopt Prevailing Wage Rates

Commissioner Grada made a motion to Adopt Ordinance 17-02: Adopting Prevailing Wage Rates, seconded by Commissioner Holliday. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

b. Action to Extend the Employee Agreement with GovTemps USA

Commissioner Grada made a motion to extend the employee agreement with GovTemps USA, seconded by Commissioner Holliday. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

c. Action to Approve Contract with Direct Energy for Electricity

Jim Zelik, from Midwest Energy, advised the Board on the Direct Energy contract that was presented to them.

Commissioner Nyquist made a motion to approve the contract with Direct Energy to purchase electricity, seconded by Commissioner Perkins. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

d. Action to Approve a Temporary Construction Easement for the Illinois Department of Transportation

Mat Emken, Superintendent of Parks & Development, advised on IDOT's plan for resurfacing. Concerns were addressed regarding state funding, disruption to activities in Hopkins Park and easements.

Commissioner Grada made a motion to approve a temporary construction easement for the Illinois Department of Transportation for highway work at the Dresser Road entrance to Hopkins Park, seconded by Commissioner Holliday. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Young. Present: Nyquist. Nay: None. Absent: None. (4-1-0-0)

e. Ellwood Lawn Discussion

President Young read aloud a statement: "On May 29th, I was present at the Ellwood House as one of the scheduled speakers for the Memorial Day Ceremonies. Prior to the presentation, I walked the ground of the Ellwood House and saw for the first time the extent of the damaged grass and that it was dying. I talked to the Executive Director about the situation and also informed the Board. I will also note here that several Board members had noticed, prior to this time, that something was amiss with the lawn by either walking or driving by the grounds. In response to the problem, I asked the Executive Director to create a report to present to the Board that covers the following: a timeline of events, how it happened, what is the restoration plan, what has been done so far, what is the

timeline going forward for a full restoration of the grounds, how many hours will staff spend on this project, what are the associated material costs, what steps, procedures or protocols have been changed to prevent this from ever reoccurring, how does this affect any scheduled events, how does this affect other projects in the district and what is the final cost to the District.” He mentioned several citizens have asked him similar questions. He then asked if someone from the District could go over what happened. Mat Emken, Superintendent of Parks & Development, advised on the timeline of events. Commissioner Holliday asked to see a total for labor at the next meeting.

President Young mentioned implementing a color coding system as protocol going forward. He stated that this mistake was caused by simple human error but when a mistake is made, there needs to be an investigation and procedures need to be reviewed so the same mistake does not happen again. He stated that he has full confidence in staff and in time the lawn will be great again.

f. Fireworks Contract

Commissioner Grada made a motion to approve the contract with RKM Fireworks for the 4th of July Celebration in the amount of \$14,000, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

VIII. 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 Holliday suggested staff purchase items from Lowes in DeKalb rather than Menards in Sycamore.

Commissioner Nyquist made a motion to approve May open invoices totaling \$295,912.97 and to approve paid invoices from May and June in the amount of \$48,456.28, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None.(5-0-0)

IX. Staff Reports

a. Ellwood House

No meeting this month.

b. Staff Reports

Ms. Doll advised that the auditors have been in the administrative office all week, and thanked staff for their hard work during the process.

X. Adjourn Public Meeting

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

Meeting adjourned at 8:04 p.m.