

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
June 21, 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 6:03 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 Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, Superintendent of Recreation Bill Ryder, Park Maintenance & Special Projects Team Leader Dave Kessen, Accounting & Administrative Assistant Emily Bidstrup, Recreation Office Coordinator Wendy Hayes, Facilities Team Leader Mike Mascal, Recreation Supervisor Rachel Schmit, Steve Knutzen, Tom Boyce, Jeff Zweifel and Josh Looney.

II. Discussion of Current District Health Insurance Options

Superintendent of Finance, Heather Collins, advised on current coverage options and rates for employees and stated each fall the district works with Crum-Halstead to review plans. President Young noted that only one staff member has an HMO plan and asked if it was because of the lack of local doctors within the network. He also asked if a family plan is more costly and if there is anything the district can do to help staff members with large families. Ms. Collins mentioned looking into adjusting the dependent coverage percentage. President Young inquired about the opt-out option and made sure staff still need to show coverage under someone else if they choose it. He asked if other districts offer an opt-out option. Ms. Collins advised that they are common. Commissioner Holliday asked if there was a catastrophic clause for dependents under any of the coverage options. Commissioner Nyquist asked if there was a way to characterize what the change and financial impact to employees on a PPO plan might look like from this year to next year. Ms. Collins stated she does not know what the quotes are going to be for next year. Commissioner Nyquist asked if changes to the affordable care act have given staff a prediction of where quotes might go. President Young asked if the anticipated dollar amount for coverage was budgeted in this year's budget. Ms. Collins stated yes, the costs to the district were.

III. Discussion of Employee Paid Time Off and Long Term Sick Policies

President Young mentioned this has been talked about a couple of times, but he has asked staff to present easier ways to see the full extent of the topic. He wanted to make it clear that it has never been an issue of taking staff's rights or benefits away but rather a way to update and modify the policy with what is being done locally. He advised that he has always been concerned with where money is being spent and if the district is being efficient. Ms. Collins advised on the options and charts provided. President Young advised the board to strongly consider not adopting option 1 which would leave the policy as it is. He said the long term sick payout amount will keep going up every year and that will ultimately fall on the board as a decision they made. He believed LTS, in its current format, is not supposed to be a big-ticket payout at retirement. He stated NIU follows the IMRF early service credit plan and it is industry standard. He stated the board has always made policies with staff in mind. Commissioner Nyquist inquired about the chart which forecasted LTS payout numbers. He also asked if it would be a fair assumption that the district is forecasting a 16% growth from 2018-2019. If so, he believed that growth percentage seemed astronomical. For option 2, Commissioner Nyquist asked if the LTS forecasted amount would be the same as option 1. Executive Director, Amy Doll, finished by saying that whatever option the board chooses, staff would still like to change the policy so employees would know, that upon retirement, they would receive their payout in their second check instead of their first one.

IV. Discussion of Customer Service Standards

Superintendent of Recreation, Bill Ryder, advised that the district doesn't necessarily have standards for customer service and staff have determined a procedure manual should be created. The manual addresses customers both internally and externally. President Young made sure the manual was district wide and not just for the recreation department. He also asked Mr. Ryder what his recommendation to staff would be when a member of the public is getting irate and, in your face, and mentioned a situation where it has happened to him and believes it is important to get help from someone else or remove yourself from the situation. President Young agreed with the part of the manual that talked about phone etiquette and believed the public likes being able to talk to a staff member on the phone versus having to leave a message. He praised staff for creating a very good document. Commissioner Perkins agreed and said the manual is well done. Commissioner Nyquist asked if the largest form of conflict is between parents and sports officials and asked if parents are told how they should act towards staff at district events. Mr. Ryder mentioned there is a code of conduct participants, spectators and staff should follow.

V. Adjournment

Commissioner Nyquist made a motion to adjourn the meeting, seconded by Commissioner Perkins. Motion carried by voice vote. Meeting adjourned at 6:41 p.m.

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
June 21, 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, Pledge of Allegiance

President Phil Young called the meeting to order at 7:00 p.m.

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

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, and Accounting & Administrative Assistant Emily Bidstrup.

II. Action on the Agenda

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

III. Consent Agenda

- a. Public Meeting Minutes of May 3, 2018**
- b. Closed Session Minutes of May 3, 2018**
- c. Public Meeting Minutes of May 17, 2018**
- d. Closed Session Minutes of March 13, 2014**

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

- a. Action on Ordinance 18-08: Adopt Prevailing Wage Ordinance**

Commissioner Grada made a motion to adopt Ordinance 18-08: Prevailing Wage rates to be paid to Laborers, Mechanics and Other Workers performing construction of public works in the DeKalb Park District, seconded by Commissioner Holliday.

Superintendent of Finance, Heather Collins, advised that every June the district is required by law to pass an ordinance to adopt the prevailing wage rate and file it with the Illinois Department of Labor.

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

b. Action of Contract for Nature Trail Restoration Project

Commissioner Grada made a motion to approve Encap Inc's base bid of \$31,816.50 and alternate 1 of \$9,050 for the Nature Trail Restoration Project, seconded by Commissioner Perkins.

As the lowest bidder, Superintendent of Parks, Mat Emken, recommended Encap to complete the work for base bid and alternate 1. He advised that the project would start September 15, 2018 and go through March 21, 2019. President Young asked Mr. Emken to describe the restoration process. He also asked why the bid from Pizzo and Associates was exceptionally high. Commissioner Perkins asked what is planned to be done about the work in alternate 2 and 3. Mr. Emken anticipated a bid to be put out next year for that work since its on a different side of the trail. Ms. Doll advised alternate 3 includes the installation of the entryways which is very expensive, so she is hoping to receive sponsorships to complete that work. Commissioner Holliday asked if staff have approached any businesses for donations and would like to see that be done. Ms. Doll responded that businesses have been approached for smaller things like the sponsorship golf outing and PolarPalooza. She believed it would be easier to ask for donations if the district knows exactly what sections of the nature trail restoration they need the money for. President Young asked if district staff will be available on site during the restoration process. Mr. Emken stated yes staff will make sure things are going according to plan. Commissioner Nyquist stated his position on this topic is known, and that he wishes that he had done a better job performing his duties as a commissioner over the five years he had served.

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

c. Action on Signage License Agreement with D.R. Horton Builders

Commissioner Perkins made a motion to approve a license agreement with D.R. Horton Builders, seconded by Commissioner Grada.

Ms. Doll advised that staff from D.R. Horton Builders reached out in May and stated they have purchased lots to build homes in the Devonaire Farms subdivision. They would like to place advertising signs on park district owned land along South Malta Road. The district would be paid \$50/month for the two proposed signs. President Young asked if the signs would be double sided and

perpendicular to the road. Commissioner Holliday asked how long the signs would stay up. Ms. Doll advised the agreement would end in 2023. Commissioner Perkins asked if staff foresee the flood gates opening and now everyone might ask to place signs on park district property. Ms. Doll responded no. Commissioner Perkins suggested asking D.R. Horton Builders for a donation to the nature trail restoration project. Commissioner Holliday asked if the signs would be removed when all the houses are sold. Commissioner Grada stated he doesn't believe signage is appropriate in most of district owned parks but the majority of the land around the Devonaire Farms subdivision is district owned so this time it does.

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

d. Approval of Contract for Hopkins Community Center HVAC Replacement

Commissioner Perkins made a motion to approve the bid from DeKalb Mechanical in the amount of \$82,600 for the replacement of an HVAC unit at the Hopkins Community Center, seconded by Commissioner Nyquist.

Mr. Emken advised that the 30-year-old unit that services the Terrace Room broke down in January. Eleven companies requested the bid documents but only four submitted bids. Ms. Collins mentioned this was an unforeseen circumstance and advised on how it will be funded. President Young asked what building operations will be affected and if offices will need to be shut down. Mr. Emken responded there shouldn't be any interruptions. President Young asked if DeKalb Mechanical can predict how long the unit will be down and if their project estimation dates are accurate. Commissioner Perkins congratulated Ms. Collins on finding funding for the project.

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

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 Grada made a motion to approve payment for June open invoices in the amount of \$143,860.17 and to approve paid invoices from May and June in the amount of \$108,780.81, seconded by Commissioner Perkins.

President Young asked for the specifications of the Dell Optiplex that was purchased.

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

VIII. Staff Reports

President Young stated he would like a review of which district owned vehicles and units are coming up for replacement. Commissioner Perkins suggested providing a date of completion timeline for staff goals. Commissioner Holliday asked if staff could talk to the City and have them put up marker signs stating the location of River Heights Golf Course.. Superintendent of Golf & Marketing, Scott deOliveira, stated he has already talked to city staff about it.

IX. Executive Session

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

Meeting closed to the public at 7:27 p.m.

X. Reconvene Open Meeting

Meeting re-opened to the public at 8:04 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 8:05 p.m.