

**MINUTES**  
**DeKalb Park District**  
**Study Session of the Board of Commissioners**  
**July 19, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> 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 6:01 p.m.

**Board members present:** President Phil Young, Commissioner Dean Holliday, Commissioner Keith Nyquist, and Commissioner Patti Perkins. Commissioner Dag Grada arrived at 6:08 p.m.

**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 and Josh Looney and Jeff Zweifel.

**II. City of DeKalb Proposed New TIF District**

Jason Michnick, Economic Development Planner at the City of DeKalb, presented an update on the proposed new TIF District. He mentioned that the boundary shrunk since the last board meeting he presented at. The estimated budget for the projects is \$85,000,000 and the City would hope to accomplish the work within 23 years. Mr. Michnick advised that on August 7<sup>th</sup> the plan will be reviewed by the Joint Review Board and will make recommendations to City Council. On September 10<sup>th</sup> a public hearing will be held and on September 24<sup>th</sup> the final vote will happen. Commissioner Holliday asked how many apartments would be displaced. Mr. Michnick responded 12 but that they will be replaced with 74 new units. Commissioner Nyquist asked if any of the units are currently habitable. President Young believed the word "blight" was overused in the document the board received from Mr. Michnick. He asked if any of the TIF money would be used for road repairs. President Young asked who is representing the DeKalb Park District on the Joint Review Board and wondered if they would be received an invitation. Mr. Michnick mentioned an invite had been sent yesterday and it would be up to the Board to decide who would represent. President Young asked if those who received TIF money last time would be eligible again and asked if the Nehring building downtown is included in the boundaries. He also asked if government owned property is excluded from TIF money. Commissioner Nyquist inquired about how the board would name someone to be on the Joint Review Board and asked if the board had any interest in naming someone at tonight's meeting. President Young stated that anyone who is

interested should reach out to him and he would let the City know.

### **III. Discussion of Current District Health Insurance Options**

Heather Collins, Superintendent of Finance, presented the District's current health insurance offerings as well as potential options for the future. She advised that opt-out benefits of comparable park district agencies were researched, and none offer an opt-out benefit. Commissioner Holliday asked why only park districts to the west of DeKalb were looked at. President Young wanted to know if the topic was on the agenda because it is the time of the year to be talking about it. If the opt-out benefit was taken away or reduced, Commissioner Nyquist asked how much it would cost the district if those employees who currently take the opt-out option were to go on the district's insurance and asked if most of them would switch. Amy Doll, Executive Director, believed not everyone would enroll in the district's insurance since it would depend on what coverage they might receive from a spouse. Commissioner Holliday asked if the opt-out option currently saves the district money. President Young asked if staff are looking at other insurance companies who might offer different plans. Ms. Collins advised the search will begin in the fall. Commissioner Perkins asked if any of the district's other insurance plans were compared to the other park districts and not just the opt-out plan. Regarding the proposed options, Commissioner Nyquist asked if those employees who do not have dependents would pay more for coverage. He also asked how much in savings is realized from the opt-out option. Ms. Collins responded the district would save \$2,800/person per year if an opt-out employee was not added to the district's insurance.

### **IV. Discussion of Employee Pay Range Scale**

Ms. Collins advised that the district participated in a salary survey conducted by the Management Association and summarized the findings. A spreadsheet was provided which displayed min, mid and max figures of current district positions as well as comparable positions from other park districts. Commissioner Nyquist asked if the mid salary range is a median or a mean. President Young asked if the salary ranges were developed by Ray Ochromowicz, the district's Interim Executive Director. Ms. Doll advised that the ranges were developed in 2012 by the Management Association and tweaked in 2014 by Mr. Ochromowicz. President Young recommended another assessment and for staff to look at the organizational chart.

### **V. Discussion of District Investment Policy**

Ms. Collins advised that Sikich, the company who completed the audit, recommended the district look at its Investment Policy. She highlighted the changes. President Young asked how much money is currently in the bank and if the majority would be lost if the bank went belly up. Ms. Collins responded the district has a collateral agreement. President Young asked if the district's attorney proofed the proposed changes. Commissioner Holliday asked if the district could invest and President Young asked if the district is currently doing any investing.

## **VI. Adjournment**

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

Meeting adjourned at 6:59 p.m.

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**July 19, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> 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 7:04 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, Recreation Supervisor Rachel Schmit, Park Maintenance & Special Projects Team Leader Dave Kessen, Accounting & Administrative Assistant Emily Bidstrup and Josh Looney and Jeff Zweifel.

**II. Action on the Agenda**

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

**III. Consent Agenda**

- a. Study Session Minutes of June 21, 2018**
- b. Public Meeting Minutes of June 21, 2018**
- c. Closed Session Minutes of June 21, 2018**

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. Presentation of the 2018 Comprehensive Annual Financial Report**

Brian LeFevre from Sikich presented the CAFR and advised that the DeKalb Park District received the Certificate of Achievement for Excellence in Financial Reporting Award for the 23<sup>rd</sup> consecutive year. He stated the audit went very smoothly and district staff were very professional to work with. Commissioner Nyquist asked if Sikich analyzes the impact that free staff and commissioner passes have on revenue at the golf courses and the pool. Amy Doll, Executive Director, advised that the calculation is not part of the audit, but staff can research. President Young asked what can be done in golf operations and aquatics to be more efficient and not have to transfer money from other funds. Mr. LeFevre responded that he does not see revenues equaling expenditures in this case. President Young asked if the DeKalb Park District is typical or low compared to other clients who have golf courses. Mr. LeFevre responded very typical.

**b. Action to Accept the 2018 Comprehensive Annual Financial Report**

Commissioner Grada made a motion to accept the Comprehensive Annual Financial Report for the fiscal year ending February 28, 2018, seconded by Commissioner Holliday.

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

**c. Action on Resolution 18-04: Transfer of Funds to Golf Course Fund and Hopkins Aquatic Center Fund**

Commissioner Nyquist made a motion to approve Resolution 18-04 to transfer \$65,096.03 from the Recreation Fund to the Aquatics Fund and to transfer \$324,539.10 from the General Fund to the Golf Fund, seconded by Commissioner Perkins.

Commissioner Holliday asked if the transfer being made to golf would wipe out the total balance. Ms. Doll advised that the motion brings the balances to zero and any transfer that was budgeted for FY19 is separate. Commissioner Nyquist pointed out that since the transfers are budgeted, this action would not have to take place every year. Commissioner Grada asked why the aquatics and golf funds are separate from the recreation fund.

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

**d. Action on Personnel Policy 4-2: Policy on Personal Leave**

Commissioner Perkins made a motion to approve changes to Personnel Policy 4-2: Policy on Personal Leave, seconded by Commissioner Grada.

President Young asked if the updated policy leaves personal days as they currently are. Commissioner Nyquist asked for elaboration on the “honors existing long-term sick” advantage. Commissioner Perkins appreciated the fiscal

impact to the change but asked how the policy compares to other park districts. Mark Copple, Human Resources Manager, advised he has talked with other districts and they do not offer long-term sick payout but allow it to be traded for IMRF credit. Commissioner Nyquist stated he understands the need for the district to be fiscally responsible, and he sees both sides, but he cannot support the change and will not vote for it. He continued by saying the policy has been the same for a long time and staff have planned accordingly.

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

**e. Action on Caretaker for Ellwood House**

Commissioner Perkins made a motion to approve Audrey King and Andrew King as the Ellwood Mansion caretakers, seconded by Commissioner Nyquist.

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

**f. Action on Surplus Item Declaration**

Commissioner Grada made a motion to approve surplus item declaration-John Deere 4120 Tractor, seconded by Commissioner Nyquist.

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that the amount of repairs would exceed the value of the unit. Commissioner Perkins asked if golf will need to purchase a new mower to replace the one they are declaring surplus. Mr. deOliveira stated no, not this year. President Young asked if return on investment is better with Toro than John Deere.

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

**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 Nyquist made a motion to approve payment for June open invoices in the amount of \$129,897.36 and to approve paid invoices from June and July in the amount of \$194,499.01, seconded by Commissioner Holliday.

Commissioner Holliday asked if golf balls are purchased for the driving range and asked what happened to the use of divers who used to retrieve them from the ponds.

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

## **VIII. Staff Reports**

President Young inquired about the network server replacement and asked what the function of it would be. Mr. deOliveira advised that he is having discussions with the districts IT provider and assessing the type and size of server needed. All of the districts financial software and individual U-drives would reside on the server. President Young asked if this would be the final internal server that would have to be purchased and wanted to know if there is an amount budgeted and if it will go out to bid. Commissioner Holliday asked about mowing standards at Kiwanis Park.

## **IX. Adjourn Public Meeting**

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

Meeting adjourned at 8:10 p.m.