

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
July 20, 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 6:01 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, Recreation Office Coordinator Wendy Hayes, Park Maintenance & Special Projects Team Leader Dave Kessen, and Accounting & Administrative Assistant Emily Bidstrup.

II. Introduce Heather Collins, Superintendent of Finance & Administration

Executive Director, Amy Doll, introduced Heather Collins and pointed out her background in government finance as well as the private sector. Ms. Doll stated that staff is extremely excited to have her join the team. Ms. Collins also stated her excitement. A welcome was given by all.

III. Nature Trail Restoration Plan Draft

Samantha DeDina and Paul Meuer, both from ENCAP, presented the plan that they would like to see implemented for the restoration of the nature trail. When creating the plan, they took into consideration the information that was received through public and board input and online surveys. The restoration plan included using seed mixes, shrub plantings, mulched landscaped beds with native species as well as creating more inviting entrance areas. Commissioner Holliday pointed out the shrubs on the proposed list that can get up to 12 feet tall. Ms. DeDina advised that ComEd is aware of the drafted plan and will be kept in the loop.

President Young stated that the black and white maps are hard to visualize and asked if a 3D version could be presented to get a better feel for what the trail would look like. He also asked if any trees will be planted and how many bushes will be planted. Ms. DeDina advised that they would like to diversify what is already planted on the trail. President Young pointed out that the plan shows bushes being planted in an area of the trail that has not been cut and asked if there were plans to remove those trees. Ms. DeDina advised that

the plan will involve clearing some invasive species. President Young asked how long it would take for the plan to be implemented and if there is a minimal size the plantings would start out at. Commissioner Holliday stated that he has heard that residents would like to see more trees on the trail and inquired about dwarf trees. Commissioner Nyquist stated his concern with the proposed prairie landscape and mentioned adding plantings with more height on the area of the trail that backs up to the golf course to protect trail users. President Young asked if the plantings that will grow over 10 feet would be in a certain area. He then stated that if staff are going to be working to maintain a prairie landscape, more trees might as well be planted since there will always have to be maintenance on the trail.

IV. Request to Waive Impact Fee

Ms. Doll advised on downtown's Cornerstone Development and stated that since the development includes residential units, it triggers impact fees for the Park District. She referenced a letter sent from the developer's attorney which argued impact fees should not apply in this case. President Young read aloud part of the e-mail the District's attorney replied back with. President Young stated he understands waiving impact fees in some cases but once it's done for one property, when does it stop. He stressed the importance of making sure the impact it would have on the District is taken into consideration. President Young stated that he wished this matter would have been brought to the District at the same time it was brought to the City so there could have been input at that time. He also mentioned that tonight was the first time the Board had talked about impact fees regarding the development in an open, live meeting. He wanted to make it clear that the Board was not voting tonight but rather just voicing their opinions. Commissioner Grada agreed that the matter should have been addressed ahead of time and that the District needs to be careful when making a decision. Commissioner Nyquist stated he would like to see a more clear request and mentioned his belief that property is more valuable when it is near a park and that being able to maintain the programs that the Park District has to offer is important. President Young proposed a meeting between the Park District, the City of DeKalb and School District 428 to discuss assessing the dollar amount per acre. Commissioner Perkins stated that building a dense population without parks and recreation would not work well. Commissioner Young stated that this matter needs to be looked at in depth because any decision the District makes will have ramifications.

V. Alcohol at Municipal Band Concerts

Ms. Doll advised that staff have looked at different ways to generate additional revenue and people have expressed that they would like to enjoy a glass of wine during these events. She mentioned a conversation with the band director who stated this would be an enhancement to the concerts.

VI. Adjournment

Commissioner Nyquist made a motion to adjourn the meeting, seconded by Commissioner Perkins. Motion carried by voice vote.
Meeting adjourned at 7:00 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 7:08 p.m.

Board members present: President Phil Young, Commissioner Keith Nyquist, Commissioner Patty 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 Office Coordinator Wendy Hayes, Park Maintenance & Special Projects Team Leader Dave Kessen, and Accounting & Administrative Assistant Emily Bidstrup.

II. Action on the Agenda

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

III. Consent Agenda

a. Study Session and Public Meeting of June 15, 2017

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 from DeKalb Rotary

Sharon Tourville & Eric Olson from DeKalb Rotary presented a check to the District in the amount of \$2,000. Money was raised during a Walk for the Nature Trail event in May. A thank you was given by all.

b. Action to Approve Resolution 17-05 Appointing an IMRF Authorized Agent

Commissioner Nyquist made a motion to Approve Resolution 17-05 to Appoint Mark Copple, HR & Payroll Manager, as authorized agent, 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 Appoint FOIA Officer

Commissioner Holliday made a motion to Appoint Heather Collins, Superintendent of Finance & Administration, as the FOIA Officer and Amy Doll, Executive Director, as the back-up FOIA Officer, seconded by Commissioner Perkins. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

d. Action on Declaration of Surplus Items

Commissioner Perkins made a motion to Approve the Fiscal Year 2018 Golf Cart Surplus Declaration, seconded by Commissioner Holliday. Motion carried by voice vote. Aye: Grada, Perkins, Holliday, Nyquist, 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

President Young inquired about how much is being spent on IT expenditures per year and proposed a need to assess other options.

Commissioner Holliday stated he would like to see staff purchasing from Lowes rather than Menards and since talking with staff, he has been informed that some things can only be purchased at Menards. He pointed out the payment of Kiwanis Club dues for Superintendent of Parks & Development, Mat Emken. Ms. Doll advised that the payment of dues for the Executive Director and Superintendents were budgeted.

Commissioner Grada made a motion to approve July open invoices totaling \$627,529.50 and to approve paid invoices from June and July in the amount of \$71,835.61, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Perkins, Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (5-0-0)

VIII. Staff Reports

a. Ellwood House

Mr. Emken advised that the grass is coming back nicely and all of the scheduled events will still take place. President Young inquired about the biodegradable webbing that was used. Commissioner Holliday asked if the staples used to hold down the webbing will deteriorate.

b. Staff Reports

Commissioner Holliday inquired about the status of the maintenance building construction. President Young gave thanks to all staff that worked on the Lions Park upgrades and stated the park looks great.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Review of Setting a Price for Sale or Lease of Real Estate 2(c)6, 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 7:37 p.m.

X. Reconvene Open Meeting

XI. Adjourn Public Meeting

Commissioner Perkins 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.