

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
August 16, 2018
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, and Commissioner Dag Grada. 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, Superintendent of Recreation Bill Ryder, Park Maintenance & Special Projects Team Leader Dave Kessen, Accounting & Administrative Assistant Emily Bidstrup and Jeff Zweifel.

II. Ellwood House Historic Structures Report Presentation

Brian Reis, Ellwood House Executive Director, advised that the historic structures report was finalized, and projects were detailed. Mr. Reis highlighted the projects that he would like to see completed in phase 1. The whole restoration project will cost \$975,000 but the Jeffris Family Foundation will contribute \$325,000 of it if the other \$650,000 is raised before June of 2021. Fundraising efforts will include sending campaign materials to the Ellwood family, there will be a private donor event held at the mansion and the DeKalb Park District can contribute up to 25% of the total project (\$243,750). President Young asked if the district has until June of 2021 to donate. He also asked if the first thing that should be done is the improvement to the HVAC system to make the third-floor cooler in hot temperatures. Commissioner Grada asked if the new HVAC system would be a cooling system only. Commissioner Holliday asked how old the wiring is.

III. Discussion of Current District Health Insurance Options

Heather Collins, Superintendent of Finance, advised that staff are evaluating the health insurance premium contribution levels and the opt-out incentive for district employees. She stated that the graphs presented assume that staff would select the same coverage they currently have. Commissioner Holliday asked if the opt-out incentive was compared to other districts. Ms. Collins responded that the districts who were contacted do not offer an opt-out incentive. President Young asked if there are more options for providers in town now for those who have an HMO. He asked Ms. Collins what she believed to be the

primary benefit of changing to one of the proposed options. Ms. Collins advised that staff who need family coverage would be very happy with the proposed change but staff with single coverage might not be. Commissioner Nyquist agreed that staff who need family coverage would indeed not be happy and neither would those who take the opt-out benefit. He advised that option 1 would save the district .011%, option 2 would save the district .113% and option 3 would save the district .17% if the assumed budget is \$8 million and believed the risk reward is skewed. President Young believed there are good points on both sides of the discussion.

IV. Discussion of City of DeKalb Proposed Central Business District TIF Formation

Ms. Collins mentioned that she took part in the Joint Review Board (JRB) meeting on August 7th and several representatives from the taxing bodies met with the City again earlier in the week. She advised that the City of DeKalb has agreed to enter into an intergovernmental agreement with the taxing bodies and has agreed to give the JRB more formal reports. She stated the concerns that were raised from the JRB included how the TIF money would be spent, properties that have already received TIF money remaining in the new TIF and possibly receiving TIF money again, and how the surplus money would be spent. She stated that District 428 is spearheading the conversation and has an attorney representing them who has been very involved in the meetings. Ms. Collins stated that District staff have been talking with the district attorney and receiving guidance as needed. The JRB will meet and vote on September 4th. Hopefully, the City Council can review and IGA at the August 27th or September 10th board meeting. The TIF public hearing will take place on September 10th. Finally, the City Council is scheduled to vote on the TIF at the September 24th meeting.

Commissioner Holliday asked if the council could override the JRB if all the taxing bodies voted no for the TIF. Ms. Collins stated yes. President Young confirmed that when its mentioned that taxing bodies get to vote, it is strictly with the JRB and not with the council. Commissioner Nyquist asked how the park district board would be involved in the JRB vote happening September 4th. He believed the JRB to be quizzical because those on the board might know nothing about legalities but are still being asked to vote on whether the TIF meets the legal requirements to be formed. President Young believed the JRB has done a good job at bringing previous TIF issues to the forefront so the City can see. He personally does not believe that the properties who received the TIF money last time should receive it again. As part of the JRB, he would like Ms. Collins to bring anything that could be a consequence to the district to the boards attention and he would like to stay informed.

V. Discussion of District Organizational Chart and Vacant Positions

Ms. Collins recommended changing a Parks Maintenance I position to a Facilities Apprentice position. She also stated the Golf Clubhouse Manager position is being evaluated to see if it is a full-time year-round position or not. Commissioner Holliday asked if someone from within could be promoted to the Facilities Apprentice position. He would like to see someone currently working at the district complete the requirements for

that position. President Young asked how the district would be protected against someone who completed the college-level technical training, which the district would pay for, and then decide they do not want to work at the DeKalb Park District. Ms. Collins advised that there would be a contract in place. If the Golf Clubhouse Manager position was to become full-time, President Young asked what the person would do in the downtime. Scott deOliveira, Superintendent of Golf & Marketing, advised that they would improve clubhouse operations, assist with marketing efforts and help with events in the Terrace Room. President Young asked when the typical golf season is. Mr. deOliveira stated that things start getting busy in early March and wind down in mid November. Commissioner Holliday asked if there is currently only one person in the Golf Clubhouse Manager position.

VI. Adjournment

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

Meeting adjourned at 6:56 p.m.

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
August 16, 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 7:04 p.m.

Board Members Present: President Phil Young, Commissioner Dean Holliday, Commissioner Keith Nyquist, and Commissioner Dag Grada. 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, Superintendent of Recreation Bill Ryder, Park Maintenance & Special Projects Team Leader Dave Kessen, Accounting & Administrative Assistant Emily Bidstrup and Jeff Zweifel.

II. Action on the Agenda

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

III. Consent Agenda

- a. Study Session Minutes of July 19, 2018**
- b. Public Meeting Minutes of July 19, 2018**

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Action to Approve Meal, Travel, and Lodging Approval Forms for Staff

Commissioner Grada made a motion to approve travel, meals & lodging forms for staff, seconded by Commissioner Nyquist.

Amy Doll, Executive Director asked to attend the NRPA Conference in Indianapolis, Indiana and Heather Collins, Superintendent of Finance, asked to attend the IGFOA Investing Public Funds training instead of attending the IAPD Conference in the winter.

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

b. Action on Items Over \$10,000:

i. District Paving and Sealcoating for FY2019

Commissioner Nyquist made a motion to approve the adjusted bid of Royer Asphalt Paving in the amount of \$78,329.15 seconded by Commissioner Grada.

Mat Emken, Superintendent of Parks, advised that \$105,000 was budgeted for paving and sealcoating but Royer's bid came in well under budget, so a change order will be added to the current bid to continue paving at South Malta Road. President Young stated that he has noticed the tree roots ruining the paving on that road and asked if anything can be done in the future to stop it from happening again. Mr. Emken advised that the willows are being removed. Commissioner Holliday asked if anymore paths will be added at the golf courses. Ms. Doll stated not in this current budget year but possibly in the future.

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

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 August open invoices in the amount of \$102,596.13 and to approve paid invoices from July and August in the amount of \$123,449.56, seconded by Commissioner Holliday.

President Young asked for explanation for the IT weekend emergency charges at River Heights. Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that the phone lines and credit card machines were down due to wiring issues, but the problem was resolved. President Young asked if the problem will happen again and wondered if the districts network infrastructure has ever been assessed.

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

VIII. Staff and Committee Reports

a. Staff Reports

b. Annie Glidden North Task Force Report

Item was deferred to the absence of Commissioner Perkins who is on the committee.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Collective Bargaining Matters 2(c)2, 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 7:19 p.m.

X. Reconvene Open Meeting

Open meeting reconvened at 7:51 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 7:51 p.m.