

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**September 5, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> Street, DeKalb, IL**

**Public Meeting**  
**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, Park Maintenance & Special Projects Team Leader Dave Kessen, Accounting & Administrative Assistant Emily Bidstrup, Recreation Office Coordinator Wendy Hayes, Recreation Supervisor Rachel Schmit, and Jeff Zweifel.

**II. Action on the Agenda**

Commissioner Grada made a motion to approve the agenda, seconded by Commissioner Holliday. Motion failed.

Commissioner Nyquist made a motion to amend the agenda to include item J- Discussion of Stantec, seconded by Commissioner Grada. Motion carried by voice vote.

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

**III. Public Comments**

Susan Courtney Marshall addressed the board and stated she has lived in DeKalb for 12 years and is an avid user of the nature trail. Her and her husband were part of the group that bought 200 bushes and planted them after ComEd clear cut the nature trail. She is very saddened to see the company that ComEd has subcontracted to do work has sprayed and killed all but 3 or 4 of those bushes. She was told ComEd will take care of it even though she has little faith in them.

Dave McCleavy addressed the board and stated he is a long-time resident of DeKalb and lives on the back side of the nature trail. He was disappointed and surprised to see the

outcome of the spraying that took place. He stated he wished he would have been more involved in the nature trail restoration process. He acknowledged that the nature trail is beautifully cared for and has noticed an increase in usage over the last 10 years. He encouraged the board to try and gain more awareness of their meetings and would like to see more people in attendance.

#### **IV. Old Business**

None

#### **V. New Business**

##### **a. Action to Approve Agreement Between the Jeffris Family Foundation and the Ellwood House Association and the DeKalb Park District**

Commissioner Perkins made a motion to approve the agreement between the Jeffris Family Foundation and the Ellwood House Association and the DeKalb Park District, seconded by Commissioner Nyquist.

President Young asked if it's true that the Ellwood House Association had already raised \$100,000. Amy Doll, Executive Director, stated yes.

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

##### **b. Action to Approve Facilities Apprentice Job Description**

Commissioner Grada made a motion to approve the Facilities Apprentice job description, seconded by Commissioner Nyquist.

Commissioner Holliday asked if the position is available to current DeKalb Park District staff. Mat Emken, Superintendent of Parks, stated yes. The job description states that the individual would be mentored by the DeKalb Park District's Facilities Team Leader, so President Young asked if the position is most geared toward what the staff member in the Facilities Team Leader position does. Mr. Emken responded yes, there are specific skill sets needed.

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

##### **c. Action to Authorize Staff to Fill Facilities Apprentice Job**

Commissioner Grada made a motion to authorize the Executive Director to fill the Facilities Apprentice position at \$13-\$15 per hour at less than 1000 hours per year, seconded by Commissioner Perkins.

President Young asked if the person in the position would automatically be

eligible for the collective bargaining unit.

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

**d. Action on Items over \$10,000**

**i. Change Order for District Paving and Sealcoating for FY 2019**

Commissioner Grada made a motion to approve the change order from Royer Asphalt Paving for additional paving along South Malta Road in the amount of \$10,317.60, seconded by Commissioner Holliday.

Mr. Emken advised that the paving projects pricing for FY 2019 came in well under budget so the path on South Malta Road can be added. President Young asked if the paving that will be done is in the area where the trees cracked the pavement and if gravel can be put down to prevent it from happening again. Commissioner Holliday asked if the paving will prevent further problems on that path. Mr. Emken advised that the paving will fix the current problems and the willow trees that were causing the damage were removed. Commissioner Grada asked if the paving is being done just on the damaged portion of South Malta Road. Mr. Emken answered yes.

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

**e. Discussion of Employee Health Insurance Contribution Rates for 2019**

Continuing the discussion from last meeting, Heather Collins, Superintendent of Finance, presented a handout which outlined a modified option 2. Those with an employee only plan would pay 5% of the premium and those with dependents would pay 10% of the premium. Commissioner Nyquist asked what financial impact modified option 2 would have on the district and stated his concern that essentially some employees would be receiving pay cuts and some pay raises even though the savings to the district would be minimal. President Young asked how much families are currently paying for their insurance. Ms. Collins advised between \$300-\$500/month and with the proposed option would be paying under \$200/month. Commissioner Holliday asked how many staff members currently choose the employee only option. Commissioner Nyquist asked if he should anticipate seeing this topic requiring action on the next board packet agenda. President Young said if the vote doesn't happen in September, ideally it would happen in October.

**f. Discussion of Parks Department Job Descriptions**

President Young asked if any of the changes include full-time to part-time classification changes and stated he would like to see how the district's current

organizational chart looks and how it would look with the proposed changes. Commissioner Nyquist asked how many positions are currently included in the collective bargaining unit and if staff have consulted the attorneys about how the changes might affect those in it. Ms. Doll advised that the changes have been sent to the attorneys, PDRMA and the Teamsters. Commissioner Nyquist asked if changes would bring any legal exposure. Ms. Doll advised no, that the attorneys were comfortable with the changes. Commissioner Holliday asked how someone in a position in the parks department would look for advancements within the district.

**g. Discussion of Golf Clubhouse Manager Job Description**

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that he is looking at how to keep the person in the Golf Clubhouse Manager position busy during the off season and would like to have that person help with marketing efforts, assisting in the Terrace Room operations and managing food and beverage contracts. President Young asked for clarification on the “facilitation of food trucks” duty. He also asked if the person would assist in booking other facilities. Commissioner Holliday asked how wages would be broken down since the person would be splitting their time between locations. Regarding the additional duties, President Young asked if the person would still be responsible for them during the busy golf season. He also asked if the person would be responsible for setting up heavy equipment.

**h. Discussion of IPRA Environmental Report Card and District Environmental Policy**

Ms. Doll advised that the district has recently re-formed the Environmental Committee and have undergone a self-evaluation. She stated that filling out the report card has helped sparked great conversation. President Young asked if a “no” on the report card is negative and if it needs to be corrected. Ms. Doll advised that a “no” means the district needs to look at it but will not be docked by IPRA. It is a way to measure if progress is being made. President Young wondered if having more “yes’s” checked would allow the district to receive more grants. He also acknowledged that there is a lack of recycling on district property and wondered why it is not being done more. Ms. Doll advised that staff noticed too. She stated that the cost to the district can be significant if the recycle bins aren’t use properly. President Young asked if recycle bins are used at events held in the terrace room. He also asked how recycling is currently collected. Ms. Doll advised that each facility has a separate trash removal process. Commissioner Perkins asked what company currently collects the districts trash. President Young asked if the Environmental Committee has addressed chemical storage and efficient uses.

**i. Annie Glidden North Task Force Update**

As a member of the task force, Commissioner Perkins gave an update. The task force is comprised of representatives mostly from the Annie Glidden North area but includes other DeKalb residents as well. There are sub-committees which brainstorm ideas and those ideas get taken to the larger body. Ideas included updating and renovating Welsh Park, re-instating the park that sat south of the School of Nursing building, and increasing jogging, hiking and biking paths in the area. President Young asked if the task force knows when they want to present the final report to the City Council. Commissioner Holliday asked how many people are on the task force. President Young asked how participation is and if Commissioner Perkins feels like the task force has gotten enough input from the public. Commissioner Perkins said participation has been a challenge since the student population isn't always present and working moms can't always attend.

**j. Discussion of Stantec**

Commissioner Nyquist referenced previously approved minutes from the June 21, 2018 meeting when the board voted 4-1 to approve the Nature Trail Restoration Project contract. In those minutes, when asked if staff will be available on-site during the restoration process, Mr. Emken stated "yes, staff will make sure things are going according to plan". With that being said, Commissioner Nyquist stated he was very surprised, or rather not very surprised, to find out that the bushes were sprayed and are now dead. He said he was left with no conclusion but to believe that the spraying was not an accident but actually part of the plan. He expressed his frustration over the amount of funds that were budgeted for work that is being done by a company that makes lots of money. He continued by saying the board was told the process would be supervised, and the trees that were sprayed were even marked and tagged. Commissioner Nyquist stated that ComEd has done a very good job at taking care of public opinion, but there are still people working on the trail and doing things the district does not know about.

President Young asked Commissioner Nyquist if what he is saying is that the spraying was done on purpose or with malice. Commissioner Nyquist responded not with malice, but with purpose. He stated his confusion with how this could have happened even though the district was told the sprayers are certified. Ms. Doll responded that staff are not posted on the trail as the work is being completed, but they are periodically checking on the progress. She continued by saying that it was discussed with the contractor that anything that was tagged was not supposed to be sprayed.

President Young asked if an assessment was done on the trees and shrubs that were still living. Ms. Doll advised that staff were doing an assessment and creating documentation of what needs to be replaced. President Young asked if the chemicals that were going to be sprayed were listed in the plan that ENCAP presented. Ms. Doll responded yes. President Young asked to see the plan that the

board approved and how it has been implemented.

President Young asked Commissioner Nyquist if his view was that the contractors did not follow the plan that was approved. Ms. Doll stated that Stantec is not the company that the board approved to complete the project and that ComEd chose Stantec as their contractor. Commissioner Nyquist asked if the board approved the plan before they knew that Stantec was going to be the contractor. Ms. Doll said yes. Commissioner Nyquist said he does not know why tax payer's money is being spent on the project if the contractors are going to do whatever what they want. Commissioner Grada asked where the liability stands. Ms. Doll responded that she has a voicemail from Stantec stating they will replace what was ruined. Commissioner Grada asked if they will be replaced at the same maturity. Commissioner Holliday asked for a list of what chemicals were sprayed. President Young asked if Stantec staff would be replacing them or if the district would be given the money to replace them. He would prefer to be given they money to replace them.

#### **VI. Executive Session**

Commissioner Nyquist made a motion to go into closed session for the purpose of Collective Bargaining Matters 2(c)2 and Pending Litigation 2(c)11, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Perkins, Young. Nay: None. Absent: None. (5-0-0)

Meeting closed to the public at 7:15 p.m.

#### **VII. Reconvene Open Meeting**

Open meeting reconvened at 8:30 p.m.

#### **VIII. Adjournment**

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

Meeting adjourned at 8:30 p.m.