

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
December 6, 2018
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
5:00 p.m.

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 5:01 p.m.

Board members present: President Phil Young, Commissioner Patti Perkins, Commissioner Dag Grada, Commissioner Dean Holliday and Commissioner Keith Nyquist who exited at 5:51 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, Accounting & Administrative Assistant Emily Bidstrup, Golf Maintenance Superintendent Jeff Cameron, Clubhouse Manager Cindy Slinkard and Parks Maintenance & Special Projects Team Leader Dave Kessen.

II. Action on the Agenda

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

III. Public Comments

None

IV. Old Business

a. Discussion of Kiwanis Park & Barb Blvd. Property Master Plans

Bill Ryder, Superintendent of Recreation, advised that an input meeting was held last month and three concepts were presented. There was a lot of curiosity and positive comments from those in attendance. President Young asked how many people attended. Mr. Ryder stated 16 signed in. Commissioner Holliday asked if anyone inquired about the plans for the wooded area. President Young stated he talked with residents after the meeting and some were concerned with the possibility of another dog park but suggested the entrance be on First Street. He asked what the board thought about adding another dog park. Commissioner Nyquist asked if it would be lighted. Amy Doll, Executive Director, stated it would not be lighted under this proposal. Commissioner Perkins believed the south side residents would like one and it would also make Katz less crowded. Commissioner Grada believed there should not be an urgency for one but thought it might be a good idea in the future. President Young mentioned expanding Katz instead of adding another one. For safety reasons, Commissioner Grada advised against

shielding the parking lot with trees. President Young suggested having at least one more public meeting to get input.

V. New Business

a. Discussion of Dog Park Lights

President Young mentioned that there have been previous discussions about dog park lights but there needs to be discussion of how much the lights cost the district and what other options there are. He asked how many dog parks in the area have lights. Mat Emken, Superintendent of Parks, believed DeKalb is the only park district to have lights at their dog park. President Young stated he often drives by at night and rarely sees anyone there. Commissioner Nyquist asked how lighted the dog park needs to be and stated that the current problem is the halogen bulbs which take forever to turn on and off. He suggested switching the type of bulbs and allowing the public to turn the lights on and off as they please. Mr. Ryder talked about a device called “night lights” which would be mounted closer to the ground. Commissioner Nyquist agreed and didn’t believe that solution would be too costly and might ultimately reduce costs. President Young asked if install could be done internally. Mr. Emken said it depended on how much lighting staff would like there to be. Mr. Emken liked how currently dog owners can see their dog running around the whole park but if changes are made some parts of the park might not be lit and he believed owners might not like the change. Commissioner Grada asked how much it costs to light the dog park. Ms. Doll advised \$1,300-\$1,500 a year. President Young suggested just illuminating the small dog park and closing the big part in the winter. He also asked how many requests have been received from the public to have extended evening hours. Ms. Doll stated one. Commissioner Grada liked the concept of the reduction in costs and energy usage but was concerned with how change might affect the usage. He would like to see how much would need to be spent to see savings. President Young asked what PDRMA’s views in terms of safety were.

b. Golf Report

Scott deOliveira, Superintendent of Marketing & Golf Operations, advised that the weather proved to be a big challenge this year and that almost 3 months of play were lost because of it. He advised that 10 out of the 35 outings were cancelled due to weather and rounds played were down but memberships showed a small increase. He mentioned the constant irrigation repairs which proved difficult. President Young noticed the irrigation parts are expensive to repair. Mr. deOliveira said they are expensive because the irrigation system is very old and only one company currently sells parts for it. Mr. deOliveira thanked staff for a great job of keeping up the course.

President Young asked what the longevity of prairie seeding is. Mr. deOliveira said there is minimal upkeep, but it will still need to be cared for. Commissioner Holliday noticed daily fees were higher than other courses in the area. Mr. deOliveira said he is currently looking at ways to make the district more competitive. President Young recognized golf usage is down and would like to look at the numbers and figure out how to compensate for the large net loss. Commissioner Holliday asked when the cart paths would be completed so play can still resume in unpleasant weather. Commissioner Perkins said she is not happy with the golf figures but believed Mr. deOliveira presented a great golf report.

c. Discussion of Golf Division Job Descriptions

Mr. deOliveira advised that all full-time job descriptions are included, and the majority of the changes were formatting and language changes to make them more consistent with others in the district. President Young asked if the documents were reviewed by PDRMA or the districts attorney. Ms. Doll stated the attorney reviewed the general format that is being used throughout the district. Regarding the Clubhouse Manager positions, Commissioner Perkins believed it is easier to review and make changes to the job description when the position is vacant. She also believed it is important to plan for future needs when revising job descriptions. President Young asked if it is still the norm for someone to have 5-years' experience managing clubhouse operations and asked how many people the Clubhouse Manager would be managing. Mr. deOliveira stated about 15-20 seasonal employees.

d. Discussion of IGA with D428

Ms. Doll advised that the park district and school district have a long history of cooperating and sharing facilities but the most recent IGA has expired. The expired IGA listed specifically what could be shared, but the updated one is less detailed and includes the sharing of equipment. President Young asked what equipment is shared. Ms. Doll stated the park district has used the school's soccer goals and the school district has used the districts turf roller. She imagines the majority of the sharing would be of specialized equipment. President Young asked what happens if equipment breaks. Ms. Doll stated those terms are addressed in the agreement. President Young asked if space can be used at any of the park districts locations. Ms. Doll answered yes, but the districts needs would come first and vice versa and that each party has a right to refusal. Commissioner Holliday asked if qualified people would be using the equipment. Ms. Doll stated those terms are addressed in the agreement. President Young asked if park district staff would be expected to do the work if the school district did not have a qualified person to use the equipment. Ms. Doll stated no. Commissioner Grada asked why flyers are not allowed to be distributed at Brooks & Jefferson schools. President Young mentioned the financial compensation for use of Sports & Rec's parking lot usage and asked if the amount the park district would receive would cover the costs for replacement. Ms. Doll advised that the figure was mutually agreed upon and if anything, the school district is acknowledging that the cars using the lot are causing wear and tear. She continued by saying the IGA was discussed at the school districts board meeting and was very well received.

e. Discussion of Purchasing Policy and Board Fiscal Policy Regarding Professional Services for Architecture and Engineering

Ms. Collins advised on Public Act 100-0968 that passed in August and how the changes might affect the park district. She mentioned that the change does not affect any staff or board authority and that anything over \$10,000 would still need to be brought to the board for approval. President Young asked what the reasoning behind the change was. Ms. Collins believed that the IAPD presented the bill on behalf of all park districts to save them money. Commissioner Perkins voiced her reservations and recommended keeping the bid threshold at the current level as long as it does not create too much extra work for staff. President Young asked what the steps to procure a bid are.

f. Discussion of Seasonal Staff Wages

Ms. Collins presented the proposed seasonal staff pay scale. President Young asked what current minimum wage was. Ms. Collins stated \$8.25. President Young asked if there are problems filling the positions with the lowest pay rate. Ms. Doll advised that staff have looked at which positions the district has a hard time filling and determined if a rate increase would help. President Young asked how the minimum and maximum rates were computed. Ms. Doll stated staff tried to keep rates consistent throughout the district but also looked at what local employers are paying.

g. Discussion of Employee Cafeteria Plan Changes

Ms. Collins advised that the district currently has a cafeteria plan which allows employees to pay for their health insurance pre-tax and also includes a flexible spending account option. Sikich has always administered the plan for the district and has only charged \$200 a year but starting in 2019 they will no longer offer the service. Ms. Collins stated that quotes were received and range from \$850-\$1,400 a year. She mentioned there is only one employee that participates in the flexible spending account and is looking for board input on whether or not to keep the benefit. President Young asked if this potential change would start in 2020. Ms. Collins stated it would start in 2019. Commissioner Perkins does not want to burden the employee on the plan but believed it was a high price to pay for the service. Ms. Collins said the employee was contacted and expressed interest in keeping the benefit. Ms. Doll suggested asking the employee if they could switch to the high deductible HSA health insurance plan which is comparable.

h. Discussion of Superintendent of Recreation Job Description

Ms. Doll advised that with the retirement of Bill Ryder in January 2019, the first step would be to look at whether or not the position is needed or if changes need to be to the job description.

VI. Adjourn Public Meeting

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

Meeting adjourned at 6:16 p.m.