

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
December 20, 2018
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

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

President Phil Young called the meeting to order at 6:02 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, Accounting & Administrative Assistant Emily Bidstrup 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 Holliday. Motion carried by voice vote.

III. Consent Agenda

- a. Public Meeting Minutes of November 1, 2018**
- b. Public Meeting Minutes of November 15, 2018**
- c. Executive Session Minutes of November 15, 2018**

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

IV. Public Comments

Susan Courtney Marshall addressed the board and wondered what was happening with the seeding on the nature trail because she thought it looked terrible. She referenced the future plan to complete the other side of the trail and would be disappointed to see the same technique used.

David McCleary addressed the board and mentioned a little about what he knew about invasive species. He found that when a section is clear cut, that area is more susceptible to invasive species. Mr. McCleary believed the only way to get rid of invasive species is to physically remove them and he volunteered his time to help with the removal process.

V. Old Business

a. Discussion of FY 2020 Capital Projects

Amy Doll, Executive Director, advised that the first steps of the capital improvement plan were presented in November and since then staff have looked at the budget limitations and narrowed the projects down. Commissioner Holliday asked why the maintenance vehicles need to be replaced with F250's. Mat Emken, Superintendent of Parks, said they have better towing capacity and can better handle the districts snow plows. He stated that when you outfit the F150's the same as how the F250's come, the difference in price is only \$883. Commissioner Holliday inquired about the purchase of multi-function equipment. Commissioner Grada thought the district purchased a snow blower a couple years ago. Mr. Emken stated staff have not purchased a snow blower since he has started. Commissioner Grada stated that he is strongly in favor of the native grassland initiative but inquired about some of the chosen planting areas. He also asked what the sled hill was seeded with.

Commissioner Grada pointed out that about 1/6th of the proposed projects are related to the golf courses and wondered if the golf courses provide 1/6th of the district's recreation activities. Scott deOliveira, Superintendent of Golf & Marketing, advised that a large portion of the budgeted projects is the irrigation system at Buena Vista. President Young asked how the underground lines are. Mr. deOliveira stated they are in good shape now but in the future, replacement could happen in sections. President Young asked how much it would cost for a complete replacement of the lines. Commissioner Nyquist pointed out that the repairs just mentioned are not in the proposed capital budget so essentially the capital needs for the golf course could go up. President Young asked how the irrigation lines at River Heights are. Mr. deOliveira advised he has experienced some leaks, but the panels and pumps are relatively new and in good shape. In the past, Commissioner Holliday remembered hearing the price for complete irrigation repair at River Heights. Mr. deOliveira stated it was over 1 million dollars.

Commissioner Nyquist mentioned the planting of native grasslands and believed it to be true that caring for prairie grass requires burning and the spraying of herbicide. Ms. Doll advised that is the way Afton Forest Preserve chooses to maintain theirs. Commissioner Nyquist asked if the park district would have to employ a similar process. Ms. Doll said staff would need to look at all the options. Commissioner Nyquist advised that he could not support the planting if the only way to maintain the grass is to burn it. He believed the burning causes breathing problems for the public and would not be a good use of tax payers' money.

Commissioner Nyquist referenced the nature trail restoration project and suggested the plan be stopped, for now. He did not want to see the southwest side of the trail handled in the same way the northeast side was. He said users saw a lot of dead animals and wondered if their dogs were safe walking the trail. Commissioner Nyquist stated his concern with the industry relying on the Integrated Vegetation Method, a practice that includes heavy spraying of chemicals. He believed the board was not fully informed about the process and that it was Stantec's intention, on behalf of ComEd, to spray the nature trail. Commissioner Nyquist stated he does not think money should be spent on something the public doesn't want and doesn't need. President Young advised that the restoration plan had already been voted on. He is

also not a big fan of chemicals but trusted the information he received from staff. He looked for confirmation that no major trees would be cut down on the southwest side of the trail. Ms. Doll confirmed and stated that the plan identifies several mature trees that would stay. President Young suggested forming a group of volunteers to help clean up the trail. Commissioner Grada mentioned Stantec assumed liability and will be replacing the vegetation they killed. Ms. Doll advised that she has a commitment for replacement but haven't determined where the replacements will go. She also stressed that Stantec was not the firm chosen by the district to do the work and they do not have permission to do anymore work on the trail. President Young made sure ENCAP would be the company doing the work from here on out. Ms. Doll said yes. Commissioner Nyquist pointed out that Stantec could bid on the southwest side project and potentially win. Commissioner Perkins asked if chemicals are used anywhere else in the district. Ms. Doll stated the golf courses, soccer fields and high visibility parks. Commissioner Perkins asked if anything can be planted on the trail that requires low maintenance. Ms. Doll said nothing that she is aware of. Commissioner Perkins believed nothing will ever be maintenance free since plants and trees collect garbage and will always require clean-up.

Commissioner Holliday asked what bridges at River Heights will be repaired. Mr. deOliveira advised the bridges at hole numbers 5 and 16. Commissioner Holliday asked how much it would cost to replace the entire bridge at number 5 so mowers can use it. Commissioner Perkins would like to see innovative playground equipment installed. She also asked if there were any additions to Hopkins Park to compliment the sled hill. Ms. Doll advised that staff would like to purchase an ice rink liner. Commissioner Holliday asked if the liner would be permanent. Mr. Emken stated it would be seasonal. Commissioner Grada pointed out that a significant portion of the capital budget is going towards pavement improvements and asked if staff are looking at ways to expand the life of surfaces.

VI. New Business

a. Action on IGA with DeKalb School District 428 for Shared Use

Commissioner Grada made a motion to approve the Intergovernmental Agreement with DeKalb School District, seconded by Commissioner Perkins.

Ms. Doll believed that the agreement would be good for tax payers of both agencies and advised that the school board passed it at their meeting on Tuesday. President Young was concerned with the part that states each district makes all properties, facilities and equipment available for use. He just wanted there to be an understanding that each district can't use whatever they want, whenever they want. He asked if the district attorneys have looked over the document. Ms. Doll stated yes. Commissioner Holliday believed the school's use of the parking lot at the Sports & Rec Center is unsafe sometimes. President Young asked if the school agreed to pay for a portion of the lot replacement costs. Ms. Doll stated yes. President Young mentioned seeing school buses using the parking lot at Katz Park and asked if that was addressed in the IGA. Ms. Doll advised that there is not an agreement for use of that lot, so she will address it. Commissioner Nyquist asked if the vote should be tabled until the issue is addressed. President Young stated no because he believed it would need to be worked out with the bus company.

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

b. Action on Purchasing Policy and Board Fiscal Policy Regarding Professional Services for Architecture and Engineering

Commissioner Nyquist made a motion to approve update to Board Fiscal Policy 13 and Administrative Policy 200.3, seconded by Commissioner Perkins.

Commissioner Holliday believed this policy would take away the bidding process. President Young believed anytime something costs over \$25,000 it should go out for bid. He stated he will not support the change. Commissioner Perkins suggested leaving the policy how it is.

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

c. Action on Seasonal Staff Wages

Commissioner Nyquist made a motion to approve the seasonal pay rate schedule for Fiscal Year 2020, seconded by Commissioner Perkins.

President Young would like to see rates increased above minimum wage as he believed it would help retain part time staff.

Commissioner Nyquist made a motion to establish a minimum wage rate at \$9/hour for seasonal staff for Fiscal Year 2020, seconded by Commissioner Holliday.

President Young wondered how the rate increase would affect the district and asked how many staff members are currently receiving \$8.50/hour. Heather Collins, Superintendent of Finance, did not know exactly but the district is not having a hard time filling the jobs that are currently paying that rate. Commissioner Perkins assumed those receiving \$8.50/hour are not supporting a family. Commissioner Holliday asked what rate the seasonal park maintenance position starts at. Mr. Emken advised those in the bargaining unit start at \$10/hour. Ms. Doll advised that most positions under \$9/hour are short term and typically filled by high school or college students. President Young asked how many staff under 18 are getting paid \$8.50/hour. Commissioner Grada agreed with Commissioner Nyquist's motion but would like to look at numbers and how many people would be affected. Commissioner Holliday believed the golf clubhouse cashier rates should increase.

Amended motion failed by roll call vote. Aye: Holliday, Nyquist. Nay: Grada, Perkins, Young. Absent: None. (2-3-0)

Original Motion carried by roll call vote. Aye: Perkins, Grada, Young. Nay: Nyquist, Holliday. Absent: None. (3-2-0)

d. Action on Employee Cafeteria Plan Changes

Commissioner Nyquist made a motion to approve a cafeteria plan agreement to include the Section 125 plan and remove the Flexible Spending Account option, seconded by Commissioner Grada.

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

e. Action on Golf Division Job Descriptions

Commissioner Grada made a motion to approve golf department job descriptions, seconded by Commissioner Perkins.

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

f. Action on Superintendent of Recreation Job Description

Commissioner Perkins made a motion to approve the Superintendent of Recreation job description, seconded by Commissioner Grada.

President Young stated his concern that in the new job description, this person would no longer oversee Hopkins Pool and wondered if other staff would be taking on more responsibility because of it. Ms. Doll stated that the new Superintendent of Recreation would have direct supervision of the Aquatics Supervisor but the person in that position would take on more responsibility. Commissioner Perkins believed the Superintendent of Recreation position is one of the most important positions at the district and she is excited to see someone come in with new ideas to move the district forward. Commissioner Holliday asked when the position will be advertised.

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

g. Action on Filling Superintendent of Recreation Position

Commissioner Nyquist made a motion to authorize the Executive Director to fill the Superintendent of Recreation position, seconded by Commissioner Perkins.

Ms. Doll believed the position would be ready to post next week or right after the new year. President Young asked if any search firm would be used. Ms. Doll stated no, but it will be posted on the IPRA website and the NRPA job board. President Young asked if it's difficult when out of state applicants interview since they might not be familiar with the way Illinois Park Districts are run. Ms. Doll believed an out of state applicant would bring different insight and did not see that as a negative. Commissioner Perkins asked if there was a goal date for filling the position. Ms. Doll stated no, but she would like someone in the position by March or April.

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

h. Action on Ordinance 18-11: 2018 Tax Levy Ordinance

Commissioner Nyquist made a motion to approve Ordinance 18-11: Tax Levy Ordinance for 2018 Property Tax Levy in the amount of \$4,103,226, seconded by Commissioner Perkins.

Commissioner Nyquist asked if one positive of the fund transfer policy is to lessen the district's legal exposure. Ms. Collins responded definitely.

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

i. Action on Staff Travel to IPRA Conference

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

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

j. Action on Contract with MB Bank for Procurement Cards

Commissioner Nyquist made a motion to approve a three-year contract with Fifth-Third/MB Financial Bank for procurement cards, seconded by Commissioner Grada.

President Young asked if there were any protocols in place for safety and asked what security measures are in place to stop theft if someone loses a card. Commissioner Holliday asked how many cards would be issued. Ms. Collins stated all full-time staff would have one, but their purchasing limit would depend on their position and need. President Young pointed out that the board voted on purchasing limits last month.

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

k. Action on Resolution 18-07: Regarding City of DeKalb TIF and the Joint Review Board

Commissioner Nyquist made a motion to approve Resolution 18-07: Regarding City of DeKalb TIF and the Joint Review Board, seconded by Commissioner Perkins.

President Young stated that he, along with a couple staff members, have spent months discussing TIF. When he attended a discussion meeting on December 17th, the districts' attorney advised President Young not to make comments on behalf of the board. President Young said he heard comments that all of this is just a money grab but that is absolutely wrong. He stated that the majority of the taxing bodies want to see a resolution. In terms of the Joint Review Board (JRB), the City believed it was the JRB's fault for not noticing the money transfer that

was shown to be taking place. President Young said if the district did have their portion of the TIF money, it would be used for good. He found it very disingenuous to say that the taxing bodies are not cooperative and just out to get money. President Young believed the tax payers do not want to see the taxing bodies fighting. He stated the City originally did not want to do a forensic audit, but he talked with the mayor and the mayor verified they will. President Young would like to see this issue resolved but believed it needs to be done in a proper way. Commissioner Perkins didn't believe anyone was being accused of anything but thought it would be healthy to do a thorough audit which will help everyone involved. President Young believed it was important that the City adopt City Code Chapter 37 but only after it goes to the JRB for review. Commissioner Nyquist believed the only way that the public is going to have faith in the process is if the audit occurs, so he voiced his support.

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 December open invoices in the amount of \$50,429.59 and to approve paid invoices from November and December in the amount of \$302,040.76, seconded by Commissioner Grada.

President Young asked what an IPRA membership includes.

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

VIII. Staff Reports

President Young asked how the Facilities Apprentice position search is going. Mr. Emken stated they have had a couple interviews and hope to hire someone soon. Commissioner Perkins asked why the Strategic Plan is taking so long to complete. Ms. Doll advised a report should be presented to the committee to review next week. Commissioner Perkins would have liked to see a report by now and stated it will be hard to approve a capital budget without knowing what is included in the Strategic Plan. She also asked about the progress on the sled hill.

IX. Adjourn Public Meeting

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

Meeting adjourned at 7:49 p.m.