

**DeKalb Park District
Board of Commissioners Meeting
February 12, 2015
Hopkins Park Community Center
1405 Sycamore Road, DeKalb, IL**

Study Session

Call to Order: President Phil Young called the Study Session to order at 6:01 p.m.

Board members present: President Phil Young, Commissioners Dean Holliday, Keith Nyquist, and Bryant Irving. Absent: Dag Grada.

Staff Members Present: Jason Mangum, Executive Director; Amy Doll, Superintendent of Recreation; Lisa Small, Superintendent of Finance; Colleen Belmont, Recreation Supervisor; Mat Emken, Supervisor of Parks & Development; Jane Holdridge, Food and Clubhouse Manager; and Autumn Kelly, Accounting Systems Manager.

Approval of Agenda: Commissioner Irving made a motion to approve the agenda, seconded by Commissioner Holliday. Motion carried by voice vote.

Review Draft Calendar of Park Board Meetings for Fiscal Year 2016.

Executive Director Jason Mangum directed the staff to two different meeting lists in the agenda packet. He advised that one follows the same as this year – the 2nd Thursday of each month, while the other is for the meeting date to be changed to the 3rd Thursday of the each month to make it easier for staff to get the agenda out with the financial reports.

President Young asked the Commissioners to review their calendars to see what days work best for them. This item will be voted on at the public meeting at 7: p.m.

Discuss Events/Activities in Celebration of the DeKalb Park District's 80th Anniversary.

Amy Doll presented a Power Point presentation on the history of the Park District and said that the 80th Anniversary was worth acknowledging. She went over potential ideas for the celebration. She suggested tying it in with the National Day of Play in September.

Commissioner Bryant Irving said that he would like to see Park District shirts or other kinds of clothing made available for sale to the residents.

Commissioner Holliday asked when the official birthdate is. Mr. Mangum said that the first official board meeting was February 21st, which happens to coincide with Polarpalooza.

Commissioner Nyquist asked if other communities celebrated over a long period of time. Mr. Mangum advised that he has seen it both ways.

President Young suggested putting a float in a parade. Commissioner Holliday suggested doing a float in the Pumpkin Fest Parade. Colleen Belmont suggested Kish Fest, which is organized by Michael Embry, and is a local parade.

Commissioner Nyquist suggested doing it along with 4th of July. Amy Doll was concerned that the 80th Anniversary might get lost in that celebration, but it is being considered. Commissioner Nyquist also suggested Corn Fest. President Young suggested paying for advertising through NIU. Mr. Mangum advised that the District is a sponsor of Corn Fest, so it is a very good idea to get involved in Corn Fest. The Board agreed that Corn Fest is a great venue for this.

ADJOURNMENT

Commissioner Irving made a motion to adjourn the study session, seconded by Commissioner Holliday. Motion carried by voice vote.

Meeting adjourned at 6:23 p.m.

**DeKalb Park District
Board of Commissioners Meeting
February 12, 2015
Hopkins Park Community Center
1405 Sycamore Road, DeKalb, IL**

Public Meeting 7:00 p.m.

I. Meeting called to Order and Pledge of Allegiance

President Phil Young called the February 12, 2015 public meeting to order at 7:01p.m. Following the pledge of allegiance, Commissioner Irving made a motion to amend the agenda to add the roll call, seconded by Commissioner Nyquist. Motion carried by voice vote.

Board members present: President Phil Young, Commissioners Dean Holliday, Keith Nyquist, and Bryant Irving. Absent: Dag Grada.

Staff Members Present: Jason Mangum, Executive Director; Amy Doll, Superintendent of Recreation; Lisa Small, Superintendent of Finance; Colleen Belmont, Recreation Supervisor; Mat Emken, Supervisor of Parks & Development; Jane Holdridge, Food and Clubhouse Manager; and Autumn Kelly, Accounting Systems Manager.

II. Action on the Agenda

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

III. Action on Minutes from previous meetings

Commissioner Nyquist made a motion to approve the amended meeting minutes from the Study Session and Public Meeting of January 8, 2015, and the Special Meeting of January 28, 2015, seconded by Commissioner Holliday. Motion carried by voice vote.

IV. Correspondence

None.

V. Public Comments

None.

VI. Old Business

a. Action on Contract with PHN Architects for the Hopkins Park Aquatic Center.

The backup states that on September 26, 2013, the Park District submitted to PHN a

check in the amount of \$6,585. That check was a final payment for all services rendered by PHN at that point in time. The project did not proceed and PHN has provided no additional services since that payment was made. Terminating the contract with PHN will give the District the flexibility to work with a different architect as it moves forward with the Pool project.

Section 9.5 of the AIA Document B132-109 agreement authorizes the Park District to terminate the Agreement for convenience and without cause and Section 9.6 indicates that the Architect will be compensated for services prior to termination, together with reimbursable expenses and termination expenses, if any. The DeKalb Park District's payment obligation under Section 9.6 were fulfilled when it submitted the payment described above.

Commissioner Nyquist made a motion to terminate the contract for architectural services with PHN Architects for the Hopkins Park Aquatic Center Reconstruction, seconded by Commissioner Irving. Commissioner Irving asked if the District owes PHN anymore money. Mr. Mangum advised that the District does not owe any more money to PHN. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

VII. New Business

a. Action on Calendar of Park Board Meetings for Fiscal Year 2016.

Commissioner Irving made a motion to approve the meeting calendar for Park Board meetings for fiscal year 2016 that would move the meeting day to the third Thursday of each month, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

b. Action on Auditor Engagement Letter.

Commissioner Nyquist made a motion to approve the engagement of Sikich, LLP to perform the fiscal year 2015 audit, seconded by Commissioner Irving.

Mr. Mangum advised that this is the 3rd year of a 3 year agreement with Sikich, but they have been doing the District's audit for about 20 years.

Commissioner Irving asked if this could be put out to bid. Superintendent of Finance Lisa Small advised that in March of 2013, the District sent out a Request For Proposals (RFP) for the audit. Sikich was selected and for a 3-year term. This is the 3rd year and next spring the District will do another RFP.

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

c. Action on Personnel Policy 1-18 Anti-Nepotism Policy.

Commissioner Irving made a motion to approve Personnel Policy 1-18 Anti-Nepotism Policy, seconded by Commissioner Holliday.

Mr. Mangum advised that he and the leadership team have been working on constructing a policy to cover this issue and that it is standard for public entities to have a policy such as this.

He added that this policy does allow relatives of full-time employees to be hired, but not in the same department.

Commissioner Holliday asked what the minimum age to work at the District would be. Ms. Small advised that anyone under 16 needs a work permit, so mostly the District only hires employees that are 16 and older; with the exception of the golf course, which requires an age of 18 and older.

Commissioner Nyquist suggested changing language in paragraph 4. Mr. Mangum suggested leaving it as is.

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

d. Action on Personnel Policy 6-12 Use of Park District Facilities and Programs.

Commissioner Irving made a motion to approve the Personnel Policy 6-12 Use of Park District Facilities and Programs for employees, seconded by Commissioner Holliday.

Commissioner Holliday said that he feels that if an employee is asked back a second year they must be doing something right. He suggested that an employee get a 50% discount the first year and free the second year and beyond.

Commissioner Nyquist voiced his approval for what Commissioner Holliday suggested.

Commissioner Holliday made a motion to include language that allows the employee a 50% discount the first year and 100% discount the second year and beyond, seconded by Commissioner Nyquist.

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

Motion to approve Personnel Policy 6-12 carried by roll call vote. Irving, Nyquist, Holliday, Young. Nay: None. Absent: Grada. (4-0-1)

e. Action on Ordinance 15-1: Amending Board Policy Manual.

Commissioner Nyquist made a motion to approve Ordinance 15-1: Amending Board Policy Manual, seconded by Commissioner Irving.

Mr. Mangum advised that this was basically a cleanup of the policy manual.

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

f. Action on Ordinance 15-2: Amend Board Policy Manual Chapter 2 Board Meetings.

Commissioner Nyquist made a motion to approve Ordinance 15-2: Amend Board Policy Manual Chapter 2 Board Meetings, seconded by Commissioner Irving.

Commissioner Irving asked how long the public would be allowed to speak and Mr. Mangum advised that it would be three minutes.

After some discussion, Commissioner Nyquist made a motion to amend language in Section 2-6, paragraph 3, seconded by Commissioner Irving.

After some discussion, Commissioner Nyquist made a motion to amend to have the President limit the time. Mr. Mangum suggested leaving that as is. Commissioner Nyquist withdrew his motion.

Motion on amending Section 2-6, paragraph 3 carried by roll call vote. Aye: Nyquist, Holliday, Irving, Young. Nay: None. Absent: Grada. (4-0-1)

Motion to approve Ordinance 15-2 carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

g. Action on Ordinance 15-3: Amend Board Policy Manual Chapter 3 Election & Terms of Board Officers.

Commissioner Holliday made a motion to approve Ordinance 15-3: Amend Board Policy Manual Chapter 3 Election and Terms of Board Officers, seconded by Trustee Irving.

The backup states that this amendment removes term limits and corrects references to the Illinois Compiled Statutes.

Commissioner Holliday stated that the Board is doing a really good job and he doesn't see any reason to have term limits.

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

h. Action on Ordinance 15-4: Amend Board Policy Manual Procedure 4 Use of Park District Facilities.

Commissioner Nyquist made a motion to approve Ordinance 15-4: Amending Board Policy Manual Procedure 4 Use of Park District Facilities, seconded by Commissioner Irving.

Mr. Mangum advised that this amendment makes it more parallel to Policy 6-12.

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

**i. Action on Projects over \$10,000.
1. Park Lighting Upgrade**

Commissioner Irving made a motion to approve the purchase of 16 LED light heads from Crescent Electric Supply, the low bidder, in the amount of \$19,302.32, seconded by Commissioner Holliday.

Mr. Mangum advised that this is a budgeted expense and the District plans to upgrade all the lights over the next 3 years.

President Young asked about different lights that need replacing. Mr. Mangum replied that the District can certainly do a District-wide light inventory. Commissioner Nyquist thanked staff for putting together the inventory and President Young thanked Commissioner Nyquist for suggesting the inventory.

Mr. Mangum advised that there are 77 total lights that need to be replaced, but only 16 will be replaced this year.

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

VIII. Financial Reports.

- a. Action on Invoices for Payment**
- b. Monthly Financial Summary**
- c. Purchase Orders**
- d. Budget/Actual Report**

Commissioner Irving made a motion to approve the Financial Reports, including approval of January open invoices totaling \$159,407.85, seconded by Commissioner Holliday. Motion carried by roll call vote. Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

IX. Committee and Staff Reports

- a. **Ellwood House** – No report
- b. **Plan Commission** – Commissioner Nyquist advised that the Plan Commission met yesterday and discussed placing a cell tower on the south side of DeKalb. He advised that this could have impact on McCormick Park.
- c. **Trails and Trees Committee** – Commissioner Nyquist advised that the committee met last week to discuss a tree protection ordinance.
- d. **Staff Reports.**

No questions or additions.

X. Adjourn the meeting to go into Executive Session for the purpose of

- a. **Discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act.**
- b. **Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.**
- c. **Discussing the minutes of meetings lawfully closed, whether for the purpose of discussing the approval of the minutes or the semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)(21) of the Illinois Open Meetings Act.**

Commissioner Irving made a motion to go into Executive Session for the purpose of discussing purchase or lease of real property pursuant to Section 2(c)(5); for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1); and for the purpose of discussing minutes of meeting lawfully closed, whether for the purpose of discussing the approval of the minutes or the semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)(21) of the Illinois Open Meetings Act, seconded by Commissioner Nyquist. Motion carried by roll call vote. Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

Board went into executive session at 8:48 p.m.

XI. Reconvene Public Meeting

The Board reconvened the Public Meeting at 10:41 p.m.

XII. Action on Items Discussed in Closed Session.

- a. Acquisition of Land** Commissioner Irving made a motion to authorize Executive Director Mangum to pursue a land swap agreement with School District 428 so that the Park District would receive the parcel of land at the corner of Barb Blvd. and First Street in exchange for parcels at Gwendolyn Brooks School and Chesebro School. Seconded by Commissioner Holiday. Motion carried by roll call vote. Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

- b. Approval of Minutes from Closed Session or Release of Closed Session Minutes.** Commissioner Nyquist moved to authorize Director Mangum to release the minutes from closed sessions that occurred on February 7, April 11, July 11, August 8, September 12, November 25, and December 12, 2013; and to release minutes from closed sessions that occurred on March 31, April 2, 25, 26, 27, 28, and 29, May 28, July 10, and August 14, 2014. Motion seconded by Commissioner Holiday. Motion carried by roll call vote. Holliday, Irving, Nyquist, Young. Nay: None. Absent: Grada. (4-0-1)

XII. Adjourn Public Meeting

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

Meeting adjourned at 10:43 p.m.