

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**March 21, 2019**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> 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 6:00 p.m.

**Board members present:** President Phil Young, Commissioner Keith Nyquist, Commissioner Patti Perkins, and Commissioner Dag Grada. Absent: 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 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. Consent Agenda**

- a. Public Meeting of February 7, 2019**
- b. Public Hearing and Public Meeting of February 21, 2019**
- c. Executive Session Minutes of January 10, 2019**
- d. Executive Session Minutes of February 21, 2019**

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

**IV. Public Comments**

None

**V. Old Business**

None

**VI. New Business**

- a. Action on Ordinance 19-03: Amended Budget & Appropriation Ordinance for the Fiscal Year 2019**

Commissioner Nyquist made a motion to direct staff to develop and post for public inspection Ordinance 19-03: Amended Budget & Appropriation Ordinance for the Fiscal Year March 1, 2018 through February 28, 2019, seconded by Commissioner Grada.

Heather Collins, Superintendent of Finance, requested to amend the budget & appropriation for the fiscal year that just ended. President Young asked if this process is something that frequently occurs. Ms. Collins stated it is, and the process would need to be complete before the auditors come in April. Commissioner Perkins asked why the amendment didn't come to the Board earlier in the fiscal year. Ms. Collins advised that it is wise to wait till the end to make sure that all of the changes that need to be made are finalized.

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

**b. Action on Ordinance 19-04: Changes to Board Policy Manual**

Commissioner Nyquist made a motion to approve Ordinance 19-04: Changes to Board Policy Manual, seconded by Commissioner Perkins.

President Young mentioned he had reached out to the District's attorney and asked for guidance regarding the District's current Board policy which relates to Commissioners use of programs and facilities. The proposed policy would completely eliminate usage for retired Commissioners and make changes to what current Commissioners receive. Commissioner Nyquist asked if the Board Policy Manual would need to be amended or if approving the Ordinance would be the only action needed. An attorney from Ancel Glink was in attendance and he stated that the Ordinance amends the board policy and no further action would be needed. Commissioner Nyquist referenced a part of the proposed policy and wondered how many visits a Commissioner would need to accurately evaluate the services and programs the District offers. He believed that technically the wording would mean that seated Commissioners could have an unlimited number of visits. Commissioner Grada stated the proposed change only allows Commissioners to visit during non-prime hours which would not cause the District to lose money. President Young agreed and stated that using the facilities at non-prime hours would not displace any paying users.

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

**c. Action on Kiwanis Park Master Plan – SRC Berms**

Commissioner Grada made a motion to approve the South 4<sup>th</sup> Street portion of the Kiwanis Park Master Plan, seconded by Commissioner Nyquist.

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

**d. Action on Movie Equipment IGA**

Commissioner Nyquist made a motion to approve the Intergovernmental Agreement with Sycamore Park District, Sandwich Park District and Genoa Township Park District for shared movie equipment, seconded by Commissioner Perkins.

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

**e. Action on Pepsi Contract**

Commissioner Nyquist made a motion to approve exclusive beverage pouring rights proposal with Pepsi, seconded by Commissioner Grada.

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

**f. Action on Administrative Policy 100.36: Website Policies**

Commissioner Nyquist made a motion to approve Administrative Policy 100.36: Website Policy (Privacy Policy, Terms of Service, DMCA), seconded by Commissioner Perkins.

Scott deOliveira, Superintendent of Marketing & Golf, advised that the policy puts into place some protections against copyright infringement and updates were made according to the discussions at the last meeting.

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

**g. Action on Administrative Policy 200.18: Grants**

Commissioner Nyquist made a motion to approve Administrative Policy 200.18: Grant Policy, seconded by Commissioner Perkins.

Commissioner Perkins wondered if the update included donations or sponsorships. Ms. Collins stated no and advised that the policy relates to grants that the District would be applying for and receiving. Commissioner Perkins believed this was a step in the right direction and would like staff to continue to seek sponsorships and donations.

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

**h. Action on Contract with Upland Design for Master Planning Services for Welsh Park**

Commissioner Grada made a motion to approve the contract with Upland Design for master planning services at Welsh Park in the amount of \$9,480. seconded by Commissioner Nyquist.

Mat Emken, Superintendent of Parks, anticipated the final plan would be presented to the Board in the fall. President Young mentioned the District had used Upland Design in the past and believe that they were a good company to work with. Commissioner Perkins stated the Annie Glidden North Committee discussed their ideas for improvements at Welsh Park but never thought about the costs associated with the proposals.

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

**i. Action on Contract with IMEG for Engineering Services for Paving**

Commissioner Grada made a motion to authorize the Executive Director to enter into a contract with IMEG for engineering services for paving and sealcoating at 8% of the project cost, seconded by Commissioner Nyquist.

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

**j. Action on Resolution 19-02: Authorizing Purchase of Land**

Commissioner Grada made a motion to approve Resolution 19-02: Authorizing Land Purchase, seconded by Commissioner Nyquist.

Commissioner Grada inquired about the timeframe for purchase. Ms. Doll would like to complete the purchase in April. President Young believed that any time the Park District can procure land next to land the District already owns is a good thing.

Motion carried by roll call vote. Aye: Grada, Perkins, Young. Present: Nyquist. Nay: None. Holliday: None. (3-1-1-0)

**k. Items over \$10,000**

**i. Rough Mower**

Commissioner Nyquist made a motion to approve quote of Reinders for purchase of TORO Reelmaster 3555-D fairway mower in the amount of \$54,054.27, seconded by Commissioner Grada.

Mr. deOliveira advised that this purchase would be replacing a 20-year-old unit which has the equivalent of over 1 million miles and the parts are getting harder to find. He mentioned that staff were able to demo the requested unit and it is considerably faster and more fuel efficient than the old one. President Young asked what will be done with the old unit. Mr. deOliveira said it will be kept and used for parts on the unit at Buena Vista. He stated that saving the old unit for parts would be more beneficial than declaring it surplus. Commissioner Perkins asked if the unit is being purchased for one golf course and then wondered if a new unit will need to be purchased at Buena Vista when that one can't be salvaged. Mr. deOliveira answered yes to both of her questions.

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

## **ii. Truck**

Commissioner Nyquist made a motion to approve the purchase of a 2019 Ford F250 from Landmark Ford through State Contract #4018300 in the amount of \$31,213, seconded by Commissioner Grada.

Mr. Emken advised that the replacement of a 1993 F250 was budgeted in order to limit downtime and increase staff efficiency. The unit includes a lift gate and a V-blade snow plow. He stated that the old unit will be declared surplus and auctioned off. President Young asked if the price included the snow plow attachment. Mr. Emken stated it is a separate cost and runs about \$6,800. President Young asked if the snow plus fits on other vehicles. Commissioner Perkins remembered staff requested the purchase of two trucks. Mr. Emken stated the initial budget proposal included two trucks but one of them was cut.

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

## **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 Grada made a motion to approve March open invoices in the amount of \$4,738.85 and to approve paid invoices from February and March in the amount of \$175,405.05, seconded by Commissioner Nyquist.

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

## **VIII. Staff Reports**

## **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 6:46 p.m.