

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**May 17, 2018**  
**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 6:01 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, Superintendent of Recreation Bill Ryder, Accounting & Administrative Assistant Emily Bidstrup, Park Maintenance & Special Projects Team Leader Dave Kessen and Facilities Team Leader Mike Mascal.

**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 Minutes of April 5, 2018**
- b. Closed Session Minutes of April 5, 2018**
- c. Public Meeting Minutes of April 19, 2018**
- d. Closed Session Minutes of April 19, 2018**

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

**IV. Public Comments**

None

**V. Election of Board Officers**

**President:** Commissioner Holliday nominated Phil Young for President, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Grada, Nyquist, Perkins, Young. Nay: None. Absent: None. (5-0-0)

**Vice President:** Commissioner Nyquist nominated Dean Holliday for Vice President, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Holliday, Grada, Nyquist, Perkins, Young. Nay: None. Absent: None. (5-0-0)

**Secretary:** Commissioner Holliday nominated Keith Nyquist for Secretary, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Grada, Nyquist, Perkins, Young. Nay: None. Absent: None. (5-0-0)

**Treasurer:** Commissioner Holliday nominated Dag Grada for Treasurer, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Holliday, Grada, Nyquist, Perkins, Young. Nay: None. Absent: None. (5-0-0)

## **VI. Old Business**

None

## **VII. New Business**

### **a. Discussion of Board Policies**

President Young advised that as with any district policy, the board policies need to be reviewed every once and a while. He recommended the board review the manual over the next couple of months and added that some policies might need to be eliminated and some might need to be changed according to state statute. He pointed out that the process of electing and acquiring a new board member can be daunting, so he would like the process reviewed. Commissioner Nyquist asked when the board can anticipate a final vote on the manual. President Young thought 3-4 months. Commissioner Nyquist asked if the board should be responsible for pointing out changes to state statute or if the attorney's will focus on that part. President Young recommended concentrating on pages 1-28.

### **b. Approval of Contract for Banking Services**

Commissioner Grada made a motion to approve the three-year contract with First National Bank, seconded by Commissioner Holliday.

Heather Collins, Superintendent of Finance, advised that DeKalb has a lot of great banks, but staff decided First National Bank met the districts current needs. President Young mentioned the district is currently using First National and liked that they are a local company even though they are a part of a large chain.

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

### **c. Approve Lease with Kishwaukee Special Recreation Association**

Commissioner Nyquist made a motion to approve the three-year office lease with the Kishwaukee Special Recreation Association at the Hopkins Administrative Building, seconded by Commissioner Grada.

Ms. Collins advised that the lease would begin in July 2018 and end in July 2021. Commissioner Holliday asked if the proposed lease had been discussed with the tenant. Ms. Collins stated yes, both KSRA staff and their board have seen it. President Young wanted to make sure staff have calculated that the district is not losing money on the lease. Ms. Collins stated the district is not losing financially and there is a vested interest in KSRA's success. Amy Doll, Executive Director, advised that KSRA provides inclusion services to the districts participants. Commissioner Holliday asked if KSRA uses the district's office equipment. Ms. Doll answered yes but will be billed for most of those services separately.

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

**d. Approve Lease with DeKalb Convention & Visitors Bureau**

Commissioner Grada made a motion to approve the one-year office lease with the Dekalb County Convention and Visitors Bureau at the Nehring Building, seconded by Commissioner Nyquist.

Ms. Collins advised that the DCCVB has requested a one-year lease due to funding and the lease has been approved by their board. Commissioner Perkins asked if their rent covers the districts cost for utilities and janitorial work. Ms. Collins advised the district is cutting back on their janitorial service, so rent does cover utilities.

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

**e. Approve Lease with DeKalb Area Agricultural Heritage Association**

Commissioner Grada made a motion to approve the three-year office lease with the DeKalb Area Agricultural Heritage Association, Inc. at the Nehring Building, seconded by Commissioner Holliday.

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

**f. Approval of Changes to Administrative Policies 100.6, 100.10, 100.23, and 200.9**

Commissioner Nyquist made a motion to approve the policy changes to Policies 100.6, 100.10, 100.23 and 200.9, seconded by Commissioner Perkins.

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

**g. Approval of Alcohol Permit for Greekfest**

Commissioner Nyquist made a motion to approve an alcohol permit for alcohol sales at Greekfest pending the securement of a City Alcohol Catering Permit, seconded by Commissioner Perkins.

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

**h. Approval of Alcohol Permit for Music at the Mansion**

Commissioner Nyquist made a motion to approve an alcohol permit for alcohol sales at Music at the Mansion pending the securing of a City Alcohol Catering Permit, seconded by Commissioner Perkins.

President Young advised that board members attended the event last year and believed it was a great event. Commissioner Holliday asked if only beer and wine would be sold.

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

**i. Approval of Spring 2018 Surplus Items Declaration**

Commissioner Grada made a motion to approve Spring 2018 surplus items declaration, seconded by Commissioner Perkins.

President Young asked what the life expectancy of zero turn mowers are. Mr. Emken, Superintendent of Parks, stated approximately 2,000 hours when they are in good condition. He advised that the district has spent over \$7,000 in repairs on the two 2013 units over the last year. President Young asked what part of the unit typically breaks down first and believed they should not be breaking down as much as they have in the last 5 years. Commissioner Nyquist asked if the cost of maintaining the units over the next 5 years would cost more than replacing them and asked Mr. Emken if he believed zero turn mowers have a 5-year life expectancy. Mr. Emken stated yes.

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

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

**i. Zero-Turn Mowers**

Commissioner Grada made a motion to approve the quote from Johnson Tractor for the purchase of 2 zero turn mowers in the amount of \$33,600, seconded by Commissioner Nyquist.

Commissioner Holliday mentioned the Superintendent of Grounds at NIU purchased an ExMark unit and did not have any luck with it. He asked if staff got a quote on any other brand of mower. Mr. Emken answered no. Commissioner Holliday stated he would like to see quotes for different brands before this kind of money is spent. President Young asked how Mr. Emken came to the decision to purchase these units. Mr. Emken advised that staff have tested different models and agreed that the ExMark was the best option. President Young asked if the district currently owns a unit of this brand. Commissioner Holliday asked what parent company owns

ExMark and believed it's the districts job to try and buy things locally. Commissioner Perkins pointed out that within one-year staff have asked to purchase 4 mowers. Ms. Doll advised that the units purchased were for either golf or parks. Mr. deOliveira, Superintendent of Marketing & Golf, advised that the units purchased for golf are specifically for the courses and could never be used in a park. Commissioner Grada asked how many mowers parks operates and mentioned that staff don't anticipate the purchase of new mowers every year.

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

## **VIII. 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 May open invoices in the amount of \$133,176.23 and to approve paid invoices from April and May in the amount of \$81,650.33, seconded by Commissioner Perkins.

President Young asked if the payment to SundogIT was the final payment for the Office 365 migration.

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

## **IX. Staff Reports**

Commissioner Holliday inquired about the status of a new sign at River Heights Golf Course. Ms. Doll advised the project would cost approximately \$6,000 and has not been budgeted as a capital item. President Young asked if existing signs could be used and talked about how they might be able to fit at the site. Ms. Doll stated staff could talk about it and gather more information.

## **X. Adjourn Public Meeting**

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

Meeting adjourned at 6:44 p.m.