

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
October 18, 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 6:01 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, Human Resources & Payroll Manager Mark Copple, Facilities Team Leader Mike Mascal, Park Maintenance & Special Projects Team Leader Dave Kessen, Recreation Office Coordinator Wendy Hayes, Recreation Supervisor Rachel Schmit, Josh Looney, Jeff Zweifel and Roger Olsen.

II. Action on the Agenda

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

III. Consent Agenda

- a. Public Meeting Minutes of September 5, 2018**
- b. Public Meeting Minutes of September 20, 2018**
- c. Executive Session Minutes of September 5, 2018**
- d. Executive Session Minutes of September 20, 2018**

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 Resolution 18-05: Cash Payments Related to Health Insurance as IMRF Earning

Commissioner Grada made a motion to approve Resolution 18-05: Cash Payments Related to Health Insurance as IMRF Earnings, seconded by Commissioner Nyquist.

President Young asked if the change is required by law. Heather Collins, Superintendent of Finance, advised the change is required by IMRF.

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

b. Action on Administrative Policy 3-29: Policy on Breastfeeding

Commissioner Grada made a motion to approve Personnel Policy 3-29 on Breastfeeding Friendly Workplace, seconded by Commissioner Perkins.

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

c. Action on Administrative Policy 200.3: Purchasing

Commissioner Nyquist made a motion to approve Update to Administrative Policy 200.3, seconded by Commissioner Perkins.

Commissioner Holliday thought the \$10,000 spending authority for the Executive Director seemed high. Amy Doll, Executive Director, advised that purchases between \$5,000-\$10,000 are usually contractual and the superintendents should have already received quotes. Commissioner Holliday stated he believed the Executive Director should need board approval for anything over \$5,000. Commissioner Perkins asked for an example of when the Executive Director would need to approve something under \$10,000. Ms. Doll stated the Liberty Park Shelter roof repair came in at \$9,600 so the Superintendent of Parks, Mat Emken, came to her for approval. She also mentioned utilities like ComEd, SundogIT and elevator maintenance are usually in that threshold. Commissioner Perkins was concerned that the high spending authority leaves the Executive Director exposed and suggested a phone call be made to the board president for anything needing to be purchased between \$5,000-\$10,000.

Commissioner Grada mentioned the p-card and asked if it was essentially creating an easier form of payment. President Young asked what the purchasing limits would be and asked if the activity would be instantaneous. Ms. Collins advised that each person would have a different limit based on their approval levels and if someone doesn't follow the rules they would lose their privileges. If the district implements p-cards, Commissioner Nyquist asked if it would cause Sikich to take on additional tasks during the audit and if they would be notified of changes to the purchasing manual. Ms. Collins responded that their tasks wouldn't really increase, and they would be notified of any changes. Commissioner Perkins asked

if staff want a p-card just to expedite the payment process. Ms. Collins stated that is part of it, but the district will also receive a rebate on purchases.

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

d. Action to Approve Contract with MB Bank for Procurement Cards

Ms. Collins advised that she has been working closely with staff from MB Bank and the district's attorney and they are not happy with moving forward with the current contract. Some things need to be worked out, so she suggested tabling the vote.

There was a consensus from the board to table the vote.

e. Action on Employee Health Insurance Contribution Rates

Commissioner Perkins made a motion to approve employee health insurance contribution rates of 0% for employee health insurance and 40% for dependent health insurance with a monthly opt-out payment for employees not on the district health insurance of \$375 for 2019, \$275 for 2020, and \$175 for 2021, seconded by Commissioner Holliday.

Mark Cople, Human Resources & Payroll Manger, advised that staff talked to the district attorney about creating a two-tier plan and while it is legal, it wasn't recommended. It would add additional complexity which could cause problems and puts burden on administrative staff. Mr. Cople stated that the district's overall goal was to make the plans competitive across all levels of coverage. Commissioner Nyquist agreed that the district needs to do more to make health insurance for those with dependents more competitive but cannot support it if that means taking away from one group to give to another. He believed savings could be found elsewhere.

Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Young. Nay: Nyquist. Absent: 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 payment for October open invoices in the amount of \$1,435,288.20 and to approve paid invoices from September and October in the amount of \$109,551.12, seconded by Commissioner Perkins.

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

VIII. Staff Reports

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Review of Closed Meeting Minutes 2(c)21, seconded by Commissioner Holliday.

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

Meeting closed to the public at 6:28 p.m.

X. Reconvene Open Meeting

Open meeting reconvened at 6:35 p.m.

XI. Action on Resolution 18-06: A Resolution to Release Closed Session Minutes and Destroy Audio Recordings of Closed Session Minutes

Commissioner Nyquist made a motion to approve Resolution 18-06: A Resolution to Release Closed Session Minutes and Destroy Audio Recordings of Closed Session Minutes, seconded by Commissioner Holliday.

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

XII. Adjourn Public Meeting

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

Meeting adjourned at 6:37 p.m.