

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**January 17, 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, 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, Finance Intern Lexi Floming, Facilities Team Leader Mike Mascal 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 Grada. Motion carried by voice vote.

**III. Consent Agenda**

- a. Public Meeting of December 6, 2018**
- b. Public Meeting of December 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**

Jane Levinsky addressed the board regarding the nature trail, Hopkins shelter house and the sled hill. She believed there are three areas of concern which included a lack of communication and follow through, a lack of supervision of ongoing projects and a lack of a collective vision or plan for future opportunities of growth and development.

**V. Old Business**

None

**VI. New Business**

**a. Action on Tentative Budget for Fiscal Year 2020**

Commissioner Grada made a motion to direct staff to develop and post for public inspection Ordinance 19-01: Budget & Appropriation Ordinance for FY2020, seconded by Commissioner Perkins.

Heather Collins, Superintendent of Finance, advised that staff have removed 3 proposed budget items including the native grasslands initiative and a Ford F250 truck. Those two items totaled \$52,000 in cuts, so \$20,000 will go in the recreation fund for new programming initiatives, which residents have been asking for, and the remaining amount will be put into the general fund balance. Ms. Collins stated the ordinance has to be on display for 30 days before it can be adopted at the February 21<sup>st</sup> board meeting. As already discussed, she requested appropriating 10% higher than the budgeted amounts. President Young asked if the cuts affect the estimated end of year fund balance deficit number. Ms. Collins stated the deficit number will get about \$30,000 closer to zero. Commissioner Perkins asked if staff have a mid-year or quarterly review to look at revenue and expenses. Ms. Collins stated staff currently do monthly reporting. Commissioner Perkins said she was not too worried about the deficit number since the Superintendents are now required to seek grants and funding opportunities. Commissioner Grada was curious why staff chose to abandon the native grasslands initiative. Amy Doll, Executive Director, advised that staff listened to concerns and believed there needed to be more education and research before moving forward. Commissioner Holliday was in favor of abandoning the project. Commissioner Grada remembered the Kishwaukee Water Reclamation District was planting native grasslands and would like to see how their project goes.

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

**b. Action on Contract with Floods Royal Flush for Portable Toilet Services**

Commissioner Nyquist made a motion to authorize the Executive Director to sign a one-year contract with Floods Royal Flush for portable toilets, 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 Travel, Meals & Lodging Forms for Staff**

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

Ms. Doll advised that one employee will be attending the Great Lakes Training Institute in Indiana and received a scholarship for \$550. President Young asked what the primary purpose of the training is. Mr. Emken, the employee who will be attending, said it is geared towards best practices in park maintenance.

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

**d. Action on Ordinance 19-02: An Ordinance Making Certain Findings of Fact and Authorizing the Sale of Certain Property Commonly Known as Part of 1251 S. Malta Road, DeKalb**

Commissioner Nyquist made a motion to approve Ordinance 19-02: An Ordinance Making Certain Findings of Fact and Authorizing the Sale of Certain Property Commonly Known as Part of 1251 S. Malta Road, DeKalb, seconded by Commissioner Grada.

Ms. Doll advised that the ordinance declares for sale a part of land that is not useful to the district for recreational purposes. She continued by saying the property is in the back yard of a resident and the resident would like to put up a fence. The ordinance would be the first step in allowing the homeowners to purchase the property. President Young asked if the document had been approved by the district's attorney. Ms. Doll stated yes. President Young asked if there was a projected time for completion. Ms. Doll advised it would take waiting on the circuit courts schedule and that the homeowners have done nothing to delay the process. President Young couldn't remember a sale like this one happening before. Ms. Doll stated it is very rare for the district to sell land and that the homeowners take on the costs at the same time.

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

**e. Action on Real Estate Contract**

Commissioner Nyquist made a motion to approve the real estate contract with Rachelle Barclay subject to approval by the DeKalb Circuit Court, seconded by Commissioner Perkins.

Ms. Doll advised that the attached contract was prepared by the districts attorneys and would be signed once the judge gives approval for the land sale. President Young asked if there is wording in the contract that states the buyer is responsible for all legal fees. Ms. Doll stated yes.

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

**f. Action on Items Over \$10,000:**

**i. Server**

Commissioner Nyquist made a motion to approve purchase and installation of Dell PowerEdge R330 Server from SundogIT in the amount of \$12,360.96, seconded by Commissioner Grada.

Scott deOliveira, Superintendent of Golf & Marketing, advised that the current server is 7 years old and no longer under warranty so he would like to get it replaced before it crashes. \$25,000 was budgeted, but costs have been reduced. He stated the new server would house the districts file server, active directory and financial software. President Young asked if

there were plans to switch financial software so it wouldn't have to be housed on the server. Price wise, he also asked what the difference between SundogIT and a Dell Government discount would be. Mr. DeOliveira said there was about a \$100 difference between the two. President Young asked if any other vendors were looked at and if the server is considered to be a critical piece of equipment for the district. Mr. deOliveira greatly believed the server to be a critical piece of equipment. President Young asked if the server has a full-service warranty that can be done by SundogIT. He would also like to see quotes in the future to compare services. Commissioner Perkins stated the district has a lot of "stock" in SundogIT and from her experience, when you do a lot of business with one company, they have you hooked. Mr. deOliveira stated there is nothing necessarily proprietary to SundogIT. Commissioner Perkins then asked if anything would get messed up if parts were ordered from other companies. Mr. deOliveira stated no.

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 January open invoices in the amount of \$441,814.56 and to approve paid invoices from December and January in the amount of \$59,814.52, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Perkins, Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (5-0-0)

## **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 6:39 p.m.