

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**April 5, 2018**  
**Ellwood House Visitor's Center**  
**509 N. 1<sup>st</sup> Street, DeKalb, IL**

**Public Meeting**  
**6:00 p.m.**

**I. Meeting Call to Order and Roll Call:** President Phil Young called the Study Session to order at 6:02 p.m.

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

**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, Recreation Supervisor Rachel Schmit, Recreation Office Coordinator Wendy Hayes, Facilities Team Leader Mike Mascal, Park Maintenance & Special Projects Team Leader Dave Kessen, Accounting & Administrative Assistant Emily Bidstrup, Roger Olsen, Jeff Zweifel, Steve Knutzen and Josh Looney.

**II. Action on the Agenda**

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

**III. Public Comments**

None

**IV. Old Business**

None

**V. New Business**

**a. Discussion of Banking RFP**

Heather Collins, Superintendent of Finance, advised on the competitive banking market in DeKalb and stated that the district has not done an RFP for banking services in a very long time. Some of the requirements included the need for at least one full service branch in DeKalb and all questions must be addressed to the Superintendent of Finance. Ms. Collins stated she would like to issue the RFP on

Monday, recommendations would be brought to the May 5<sup>th</sup> meeting and formal selection of the bank would potentially be scheduled for May 17<sup>th</sup>. Commissioner Holliday asked if the districts current banks aren't providing what staff are looking for. Ms. Collins advised that both are providing good service, but other local banks have approached her asking for the districts business. Amy Doll, Executive Director, stated that Ms. Collins had spoken to contacts at each bank and they know the RFP is being issued. President Young asked if it is standard practice to have one bank. Ms. Collins stated in her experience it is, and that currently having two makes transfers a little more difficult. Commissioner Grada asked if there was any specific reason the district currently uses two banks. President Young asked if either of the districts current banks can give long term, large amount loans. He also asked if bond interest rates on large amounts have increased in the last 5 years. Commissioner Nyquist asked how many proposals Ms. Collins would ideally like to receive. President Young asked if there was general consensus that the RFP draft looked okay to send out. There was general consensus from the board to move forward.

**b. Discussion of Leases with KSRA, Chamber, CVB & DAAHA**

President Young asked if all of the leases have been reviewed by the districts attorneys. Ms. Collins stated yes. She advised that the leases have not been updated in a while and conversations have been started with all of the entities whom seem to be excited for an update. For the most part, the leases would stay the same but the CVB has requested a one-year lease because of funding resources. Commissioner Holliday asked how much office space KSRA has and if they use the districts copier and equipment. President Young noticed the increase in rent price for KSRA and asked if the space allocation is staying the same. In regards to rent and maintenance by district staff, he asked if the district is breaking even on the three leases at the Nehring building. Ms. Collins advised that the district was slightly ahead but didn't factor in staff time. President Young asked about the shape that building is in and if there would have to be a lot of money invested over the next several years that might increase the price of rent. Ms. Doll stated that no improvements are in the 5 year capital plan. Mat Emken, Superintendent of Parks, stated that he did not foresee any major expenditures in the next couple of years. President Young asked if any feedback has been received from any of the tenants. Ms. Doll mentioned that the fact that they aren't leaving says something and they all seem to like the location of the building that they are in. President Young stated his concerns over potential issues in the future with the present state of the building. He would like staff to keep up-to-date on any plans the City might have for revitalization of the downtown area. He also suggested taking, in the future, an assessment of the historic buildings the district owns. Commissioner Nyquist noticed the term dates were not listed in one of the leases and asked how that would be worked out. President Young mentioned in the past how leases have not really been brought in front of the board even though it states in the park code that they must be. Commissioner Holliday would like to see KSRA staff stay in the part of the building that they lease and inquired about safety and how many employees they have. President Young suggested installing a keycode for security purposes.

**c. Discussion of Alcohol Permitting Ordinances, Policies and Procedures**

President Young believed the trial with alcohol sales went very well last summer. Ms. Doll advised that after several discussions, there was a consensus to move forward. She outlined the three conditions that staff could issue alcohol permits for and stated fees are still being determined. President Young stated his concern with the third condition, that being a public event held by the district, and asked if alcohol would be sold by district staff or an outside company. Ms. Doll advised that she would need to check with the City to determine if additional liquor licenses are needed. President Young asked who would run sales at the Municipal Band concerts and how the policy would apply to them. Ms. Doll advised that even though the concerts are held in a district park, the Municipal Band is not funded by the park district and the concerts are not a district event. She stated that specific topic would come back to the board as a separate issue. President Young stated his concerns with elected officials saying the district can support the Municipal Band now that they are selling alcohol at concerts. He would like to see the third condition defined better. Commissioner Nyquist suggested donating any money made on liquor sales to the district's scholarship fund. Commissioner Grada asked how the Ellwood Houses' Wine on the Terrace event is handled. Commissioner Holliday asked if the district receives any money from that event. Ms. Doll replied no.

**d. Discussion of Board Policy – Section 12.19 Park Site/Facility Naming**

President Young stated that Jim Rock, the district's attorney, advised changing wording from a "unanimous" vote to a "majority" vote. He agreed with the current policy and stated it should not be easy to change the name of a park. Commissioner Nyquist asked if a four vote would be allowed under statute. President Young stated Mr. Rock recommended three. However, President Young stated he would like to keep the vote at five. Commissioner Holliday mentioned all other votes must be majority, so this topic should be the same.

**e. Discussion of Personnel Policy 4-2**

President Young advised on the proposed policy change and noted that it might concern district staff members, but the board represents the public and must do their due diligence by reviewing policies and benefits. Ms. Doll advised that staff want to be fiscally responsible while still maintaining employee benefits. President Young asked for clarification of personal days and long term sick days, if personal days are received in addition to vacation days and how many of each are received. He stated he would like staff to research industry standards and what policies other local park districts have in place. He also pointed out his concern with the 16.4% increase in the IMRF contribution rate from 2017. Commissioner Holliday asked what happens if an employee reaches the maximum days that can be accrued. Commissioner Grada asked if personal days are budgeted each year. Ms. Doll stated yes. President Young stated he would like to be more involved with district policies and wanted to assure current staff that they would receive their accrued hours upon retirement. However, he would

like changes addressed for new employees in the policy. Commissioner Nyquist asked if there is data that shows trends in IMRF contribution rates over the last 5 years and how much earlier an employee would be able to retire under the policy. He also noticed that seven employees have long term sick payout of less than \$1,000 and asked if those employees would get the payout as it currently shows, if the policy changes were to be passed. He noted that this is clearly a sensitive issue and would like to receive standardized feedback from staff in order to gain insight into as much as he can in terms of disadvantages. President Young concurred.

**f. Discussion of Job Description of Executive Director**

President Young advised that the changes to the Executive Director’s job description falls on the board and they have been reviewed by district attorneys.

**VI. Executive Session**

Commissioner Nyquist made a motion to go into closed session for the purpose of Pending or Imminent Litigation 2(c)11 and Personnel 2(c)1, seconded by Commissioner Grada.

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

Meeting closed to the public at 7:31 p.m.

**VII. Reconvene Open Meeting**

Meeting reconvened at 8:27 p.m.

**VIII. Adjourn Public Meeting**

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

Meeting adjourned at 8:27 p.m.