

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
April 19, 2018
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

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, Park Maintenance & Special Projects Team Leader Dave Kessen, Facilities Team Leader Mike Mascall and Josh Looney.

I. Action on the Agenda

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

II. Consent Agenda

- a. Public Meeting of March 1, 2018**
- b. Public Meeting of March 22, 2018**
- c. Closed Session Minutes of March 22, 2018**

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

III. Public Comments

None

IV. Old Business

None

V. New Business

a. Action on Ordinance 18-06: Amending Board Policy 12.19

Commissioner Nyquist made a motion to approve Ordinance 18-06, Amending Board Policy 12.19, seconded by Commissioner Perkins.

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

b. Action on Devonaire Farm Park Name Change

Commissioner Perkins made a motion to change the name of Devonaire Farm Park to Wright Farm Park, seconded by Commissioner Nyquist.

Commissioner Holliday asked what the new name will be. Amy Doll, Executive Director, stated Wright Farm Park. Dan Templin, Executive Director of the DeKalb County Community Foundation, stated his appreciation for the consideration of the name change and believed it would be a great way to acknowledge the donation made to the community in 1995. President Young asked to be made aware of the ribbon cutting. Commissioner Holliday stated he is glad to see this happening.

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

c. Action on Approval of Lease with DeKalb Chamber of Commerce

Commissioner Nyquist made a motion to approve the six-year office lease with the DeKalb Chamber of Commerce at the Nehring Building, seconded by Commissioner Perkins.

Heather Collins, Superintendent of Finance, recommended the Chamber occupy the first floor of the Nehring building for the next six years. Commissioner Perkins believed the Chamber was getting a bargain on rent. Commissioner Holliday agreed. He also pointed out that DAAHA pays \$1/year for rent and asked if there was a reason. Ms. Doll advised that an agreement was made years ago without a lease, so the district is creating one for them now. Commissioner Grada asked how the price of rent is determined. Ms. Doll stated by CPI. Commissioner Holliday asked if staff have researched what the first floor can be rented for. Ms. Doll responded no since there has been limited interest in the space. President Young asked if the new lease would give the Chamber more of the first floor. Ms. Doll responded yes and also that janitorial duties will be transferred to them. Commissioner Holliday would like staff to research if the space could be rented to other people. Commissioner Nyquist pointed out a typo that would need to be changed before the lease is signed.

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

d. Action on Amendment to Lease with DeKalb Chamber of Commerce

Commissioner Perkins made a motion to approve an amendment to the lease with the DeKalb Chamber of Commerce, seconded by Commissioner Nyquist.

Ms. Doll advised that the Chamber currently has a completely open floor plan and staff have been helping them determine how to create more private office spaces while still preserving the nature of the historic bank building. An amendment to the lease would allow them to complete the changes. President Young wanted to make sure there would be no modifications to the historic wood work. Mat Emken, Superintendent of Parks, assured him there wouldn't be. Commissioner Perkins asked if there would be any drilling into the existing stone. Mr. Emken responded no.

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

e. Action on Ordinance 18-07: An Ordinance Amending Section 8.04 of the DeKalb Park District Park Code Regarding the Possession, Consumption and Sale of Alcohol

Commissioner Grada made a motion to approve Ordinance 18-07, an Ordinance amending Section 8.04 of the DeKalb Park District Park Code regarding the possession, consumption and sale of alcohol, seconded by Commissioner Perkins.

Ms. Doll advised a change to the park code is needed to move forward. She mentioned staff have been working with the City to see how existing licenses apply and stated they are comfortable with the district moving forward. Commissioner Holliday asked if the group having the event decides what vendor to use. Also, if the event is district sponsored, would the need for vendors be put out to bid. Ms. Doll advised that the district would take proposals from whatever vendors are interested and bring them to the board. She also mentioned that staff have currently not identified any district events that would apply. President Young asked if insurance rates would increase. Ms. Doll stated no. Commissioner Nyquist asked if approval from the board would be needed should certain instances arise. President Young stated he would hope the board would be notified if there was ever a problem. He also asked if the city raised any concerns during their meeting. Ms. Doll stated there were some concerns with what parts of the park alcohol would be allowed in. She mentioned the caterer would have to get a permit with the city and the city would determine where the limits would be. Commissioner Grada asked if limits have been defined where alcohol can be consumed.

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

f. Post Bond Issuance Compliance Report

Ms. Collins advised on the Post Bond Issuance Compliance Report.

g. Action on Personnel Policy 3-21: Adding Ethics Ordinance

Commissioner Grada made a motion to approve changes to Personnel Policy 3-21 – Policy on Gifts and add Ethics Ordinance 04-10 to the Appendix of the Personnel Manual, seconded by Commissioner Nyquist.

Ms. Collins advised that the policy is not changing. President Young asked if the policy is posted on office walls. Ms. Collins stated its available on a shared drive and staff are notified of changes. Commissioner Holliday asked if someone would be allowed to give every staff member hats or jackets if they wanted to. Ms. Collins stated there is a price threshold for gifts which is very small.

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

h. Action to Approve Changes to Executive Director Job Description

Commissioner Perkins made a motion to approve changes to the Executive Director job description, seconded by Commissioner Grada.

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

i. Action on Projects Over \$10,000:

i. Hopkins Community Center HVAC Engineering

Commissioner Nyquist made a motion to approve the proposal from IMEG for Hopkins Community Center HVAC engineering in the amount of \$12,950, seconded by Commissioner Perkins.

Ms. Doll stated that the item was coming in front of the board because it was not included in the capital budget but it is a capital project. She advised the equipment is 30 years old and stopped working properly in January. Ms. Collins advised that there is money in the fund balance when something like this comes up so she is confident it can be funded, however projects for next fiscal year will be shorted. Mr. Emken mentioned DeKalb Mechanical and district staff were able to temporarily fix the issue but both units need to be replaced at the same time which would require work from engineers. President Young asked if additions to the duct work would be needed. Commissioner Holliday asked if IMEG would be doing the installation. Commissioner Grada believed the price is very high and asked if quotes from any other companies were received. Mr. Emken responded no because the district has a working relationship with IMEG and is not required to. Commissioner Perkins asked if the district is in a crisis position. Mr. Emken responded yes. Commissioner Grada suggested having the same company install the unit and complete the engineering. Commissioner Nyquist asked if the process would move faster. Commissioner Grada and Mr. Emken both stated no.

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

ii. Paving and Seal Coating Engineering

Commissioner Perkins made a motion to approve the proposal of IMEG for paving and seal coating engineering in the amount of \$10,896, seconded by Commissioner Nyquist.

President Young asked for clarification of the location listed as South Malta Road. Mr. Emken advised that the worst section is between the bank and Knolls Ave. Commissioner Holliday asked if the Sports & Rec Center parking lot is included. Commissioner Perkins asked if quotes were received from any other companies. Mr. Emken responded no. Commissioner Holliday would like to see other quotes received so the district can stay competitive. Commissioner Grada asked if engineers have ever been used to complete paving projects. Mr. Emken responded an engineer is used every year. President Young asked if IMEG has an office in DeKalb. Commissioner Nyquist asked for clarification between paving and seal coating and made sure concrete would not be laid.

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

VI. 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 April open invoices in the amount of \$113,705.54 and to approve paid invoices from March and April in the amount of \$119,383.54, seconded by Commissioner Nyquist.

President Young pointed out that the year-to-date revenue numbers are less than last year at this time and wondered if the weather had anything to do with it. He inquired about the status of the Office 365 onboarding and migration and asked how many of the components staff are utilizing. Commissioner Nyquist pointed out the purchase of auto parts on eBay and commended staff for doing research and finding deals.

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

VII. Staff Reports

None

VIII. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Review of Executive Session Minutes 2(c)21, Performance of Occupant of Public Office 2(c)3 and Personnel 2(c)1, seconded by Commissioner Perkins.

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 6:55 p.m.

IX. Reconvene Open Meeting

Meeting reconvened at 8:23 p.m.

X. Action on Resolution 18-03: A Resolution to Release Closed Session Minutes and Destroy Audio Recordings of Closed Session Minutes Action on Personnel Item from Closed Session

Commissioner Nyquist made a motion to approve Resolution 18-03: Resolution of the DeKalb Park District Board of Commissioners to release closed session minutes and destroy audio recordings of closed session minutes, seconded by Commissioner Perkins.

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

XI. Action on Executive Director Contract

Commissioner Nyquist made a motion to approve the Executive Director's contract, seconded by Commissioner Perkins.

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 Perkins. Motion carried by voice vote.

Meeting adjourned at 8:24 p.m.