

MINUTES
DeKalb Park District
Study Session of the Board of Commissioners
April 20, 2017
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Study Session
6:30 p.m.

I. Meeting Call to Order and Roll Call: President Phil Young called the Study Session to order at 6:31 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Autumn Kelly, Superintendent of Marketing & Golf Operations Scott deOliveira, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Golf Clubhouse Operations Manager Jane Holdridge, Golf Maintenance Superintendent Shane Bays, Superintendent of Recreation Bill Ryder, and Park Maintenance and Special Projects Team Leader Dave Kessen.

II. Dog Park

Superintendent of Parks and Development, Mat Emken, presented short term and long term solutions to the ongoing problems at the dog park.

III. Strategic Planning Discussion

Executive Director, Amy Doll, advised that some Park District staff completed the strategic planning checklist and asked what the Board scored. Consensus was to move forward and put out RFP's for a Strategic Plan.

IV. Adjournment

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

Meeting adjourned at 6:58 p.m.

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Public Meeting
7:00 p.m.

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 7:02 p.m.

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

Staff Members Present: Executive Director Amy Doll, Superintendent of Finance Autumn Kelly, Superintendent of Marketing & Golf Operations Scott deOliveira, Accounting & Administrative Assistant Emily Bidstrup, Superintendent of Parks and Development Mat Emken, Golf Clubhouse Operations Manager Jane Holdridge, Golf Maintenance Superintendent Shane Bays, Superintendent of Recreation Bill Ryder, and Park Maintenance and 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. Special Board Meeting of March 3, 2017**
- b. Study Session and Public Meeting of March 16, 2017**
- c. Executive Session of March 16, 2017**

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

IV. Public Comments

None

V. Old Business

VI. New Business

- a. Action on Appointment and Swearing-In of New Park Board Commissioner**

Commissioner Grada made a motion to Appoint Patricia Perkins to fill the vacant seat on the DeKalb Park District Board of Commissioners, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Nyquist, Young. Nay: None. Absent: Holliday. (3-0-1)

Commissioner Nyquist, Board Secretary, swore in Patricia Perkins as the new member of the Park District Board of Commissioners.

b. Action to Approve Job Description for Assistant Golf Maintenance Superintendent (in-training)

Commissioner Nyquist made a motion to Approve the Job Description for the Assistant Golf Maintenance Superintendent (in-training), seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins, Young. Nay: None. Absent: Holliday. (4-0-1)

c. Action to Authorize Staff to Fill Assistant Golf Maintenance Superintendent (in-training)

Commissioner Grada made a motion to Authorize Staff to fill the Assistant Golf Maintenance Superintendent (in-training) position, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins, Young. Nay: None. Absent: Holliday. (4-0-1)

d. Action to Authorize Staff to Fill Human Resource and Payroll Manager Position

Superintendent of Finance & Administration, Autumn Kelly, advised that the position needs to be filled since it is currently vacant.

Commissioner Nyquist made a motion to Authorize Staff to fill the Human Resource and Payroll Manager Position, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins, Young. Nay: None. Absent: Holliday. (4-0-1)

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

i. Hopkins Waterslide Painting

Superintendent of Parks & Development, Mat Emken, advised that the waterslide gel coating project came in under budget so there was money left over to paint the support structures.

Commissioner Grada made a motion to Approve the Quote From Eco-Advantage Painting in the Amount of \$15,000.00 for the Painting of the Hopkins Park Water Slide Towers, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins, Young. Nay: None. Absent: Holliday. (4-0-1)

f. Action to Approve Staff Meal, Travel, and Lodging Approval Forms

Commissioner Grada made a motion to Approve Travel, Meals & Lodging Forms for Board and Staff, seconded by Commissioner Nyquist. Motion carried by roll

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

g. Action to Approve Board Meal, Travel and Lodging Approval Forms

Commissioner Nyquist made a motion to Authorize President Young to Attend the IAPD Legislative Conference in Springfield May 2-3, 2017, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins. Nay: None. Abstain: Young. Absent: Holliday. (3-0-1-1)

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 March open invoices totaling \$194,724.26 and to approve paid invoices from March and April in the amount of \$132,373.04, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins, Young. Nay: None. Absent: Holliday. (4-0-1)

VIII. Staff Reports

- a. Ellwood House**
- b. Staff Reports**

Ms. Doll advised on the updated format of the monthly staff reports.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Review of Executive Session Minutes 2(c)21 and Personnel 2(c)1, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Nyquist, Perkins, Young. Nay: None. Absent: Holliday. (4-0-1)

Meeting closed to the public at 7:23 p.m.

X. Reconvene Open Meeting

Meeting reconvened at 8:29 p.m

XI. Action to Approve Resolution 17-04, A Resolution to Release Closed Session Minutes and Destroy Audio Recordings of Closed Session Minutes

Commissioner Nyquist made a motion to Approve Resolution 17-04, A Resolution to Release Closed Session Minutes and Destroy Audio Recordings of Closed Session Minutes, seconded by Commissioner Grada. Motion carried by voice vote.

XII. 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 8:29 p.m.