

**MINUTES**  
**DeKalb Park District**  
**Board of Commissioners Meeting**  
**September 17, 2015**  
**Hopkins Park Community Center**  
**1403 Sycamore Road, DeKalb, IL**

**6:30 p.m.**  
**Study Session**

**Call to Order:** President Phil Young called the Study Session to order at 6:30 p.m.

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

**Staff members present:** Executive Director Jason Mangum, Superintendent of Finance Lisa Small, Food & Club House Manager Jane Holdridge, Superintendent of Recreation Amy Doll, and Facility & Marketing Supervisor Scott deOliviera, Bill Ryder.

**Others present:**

**Approval of Agenda:** Commissioner Nyquist made a motion to approve the agenda, seconded by Commissioner Irving. Motion carried by voice vote.

**Report on Eagle Scout Project at Rotary Park**

Reece Mangum, reported on the Eagle Scout project that took place at Rotary Park. Mr. Mangum said that it will take 2-3 years for each plant to reach its height. He also talked about what he learned about the community and that he was happy that people from the community were willing to participate. He also learned good organizational skills. Commissioner Grada asked what species were purchased. Mr. Mangum said that there were many species planted and he added that he will be back for maintenance.

**Report on new Recreation Supervisor**

Superintendent of Recreation Amy Doll introduced Rachell Schmidt, the new Recreation Supervisor. Ms. Schmidt said that she is looking forward to coming on board.

**Recognition of Roger Huber's Retirement and 37 years of service to the District**

President Young wanted to recognize Roger Huber's retirement and his 37 years of service to the Park District, adding that Roger will be dearly missed.

Commissioner Irving suggested putting a plaque at River Heights to commemorate Roger's service. Commissioner Holliday said that you can't keep up with Roger, he was a hard worker.

**ADJOURNMENT**

Commissioner Irving made a motion to adjourn the study session, seconded by Commissioner Holliday. Motion carried by voice vote. Meeting adjourned at 6:41 p.m.

**MINUTES**  
**DEKALB PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**Thursday, September 17, 2015**  
**Hopkins Park Community Center**  
**1403 Sycamore Rd., DeKalb, IL**  
**7:00 p.m.**

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

President Phil Young called the meeting to order at 7:00 p.m.

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

Staff members present: Executive Director Jason Mangum, Superintendent of Finance Lisa Small, Food & Club House Manager Jane Holdridge, Athletic Supervisor Bill Ryder, Facility and Marketing Supervisor Scot DeOlivera, and Superintendent of Recreation Amy Doll.

**II. Action on the Agenda**

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

**III. Action on Minutes from Previous Meetings**

a. Correction of Minutes from Public Meeting of July 20, 2015

Due to an error in the approved minutes the Board needs to correct the minutes by official action.

Commissioner Nyquist made a motion to amend the official Minutes from the July 20, 2015 Board meeting as follows: ***“X. Adjourn the public meeting to go into Executive Session for the purpose of***

***c. Discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act***

***d. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act***

***Commissioner Nyquist made a motion to move into executive session for the purpose of***

*a. Discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act*

*b. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act*

*Seconded by Commissioner Irving. Motion carried by roll call. Aye: Holliday, Nyquist, Irving, Grada, Young. (5-0-0),”*

Motion seconded by Commissioner Irving. Motion carried by voice vote.

b. Study Session and Public Meeting of August 20, 2015

Commissioner Nyquist made a motion to approve the study session and public meeting minutes of August 20, 2015, seconded by Commissioner Irving. Motion carried by voice vote.

c. Executive Session of August 20, 2015

Commissioner Nyquist made a motion to approve the minutes of the executive session of August 20, 2015, seconded by Commissioner Irving. Motion carried by voice vote.

#### **IV. Public Comments**

President Young advised that speakers will have 3 minutes to speak and it is not a question and answer session.

Mr. Ed Harvey advised that he has been speaking with Executive Director Mangum, but he wanted to give some suggestions to the Board related to transparency. He gave several suggestions on ways the Board and the District could improve meeting minutes and processes to be more transparent and provide better information to the public.

#### **V. Old Business**

a. Action on Dog Park Fencing

President Young had some questions about the fencing and Executive Director Mangum gave the Board information on the fencing. The Board discussed what height would be best for certain types of dogs.

Commissioner Holliday said that if a 6 foot fence would save on a dog attack, he would be in favor of that.

President Young said that he has spoken to dog owners and they have all said that a 6 foot fence is better.

Both Commissioner Holliday and Commissioner Irving agree that a 6 foot fence would be best.

Commissioner Irving made a motion to approve the purchase of the Katz Park Dog Park 6 foot tall perimeter fencing supplies from Fence Sales of Sycamore, Inc., in the amount of \$17,726.00, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. (5-0-0)

**VI. New Business**

- a. Action on Ordinance Resolution 15-8: Resolution Calling a Public Hearing Concerning the intent of the Park Board of Commissioners to Sell \$1,200,000.00 Limited Tax Park Bonds.

Each year, the District issues one-year General Obligation Bonds to fund capital improvement projects, equipment purchases, park development, and acquisitions. Superintendent of Finance Lisa Small advised that this has been done for at least the past 20 years. The Illinois Compiled Statutes Bond Issue Notification Act (BINA) requires issuers to hold a public hearing where citizens may give written or oral testimony to the Board. The hearing must be held at least 7 days prior to adopting an ordinance to sell bonds.

Commissioner Nyquist made a motion to approve Resolution 15-18: Calling a Public Hearing Concerning the Intent of the Board of Park Commissioners to sell \$1,200,000 Limited Tax Park Bonds, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. (5-0-0)

- b. Action on Equipment Purchases or Projects over \$10,000

- i. Replacement of Two Backstops at Hopkins Park

As part of the District's 5 year capital plan, monies are budgeted each year for ball diamond improvements. Staff has determined that the backstops at Hennigan and Brody fields at Hopkins Park were top priority for this year. The existing backstops will be removed by park staff and will be replaced by the contractor with a similar style backstop and overhand panels. Four local fencing companies were approached for quotes on this project. All prices include Prevailing Wage.

Northern Illinois Fence, Cortland, IL	\$14,477.00
Rock Valley Fence, Loves Park, IL	\$16,660.00
Peerless Fence, West Chicago, IL	20,500.00
Fence Sales of Sycamore, Sycamore, IL	No quote submitted

Staff advised that the low quote is the budgeted amount, but the 7211 line item also contains \$5,000 for fence repairs that have not been utilized so far, so no appropriation for the \$1,309.00 difference required.

It was discussed that these may be the original backstops. Commissioner Irving asked why Fence Sales of Sycamore did not

submit a bid. It was advised that Fence Sales does not have the manpower at this time to do the project.

Commissioner Nyquist made a motion to approve the quote for the installation of backstops at Hennigan and Brody fields at Hopkins Park from Northern Illinois Fence in the amount of \$14,477.00, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Irving Grada, Holliday, Nyquist Young. Nay: None. (5-0-0)

c. Action to Amend Personnel Policy 1-3: Policy on Job Descriptions

Staff advised that this policy addresses nature and required elements of job descriptions. The proposed change for this policy adds the following language:

*Job descriptions may be changed by the Executive Director for the purpose of clarification or ease of reading. Any changes which alter the meaning of the items listed A-G above require approval of the Board of Commissioners.*

Commissioner Nyquist made a motion to amend Personnel Policy 1-3: Policy on Job Descriptions as present, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Irving, Young. Nay: None. (5-0-0)

d. Action to Amend Personnel Policy 1-5: Policy on Employment and Vacant Positions

Executive Director Mangum advised that from time to time the District will need to decide if a position is still needed. Anytime there is an opening, there will be an analysis to decide if the position is needed.

The proposed changes require staff to analyze every vacant position and go through an approval process before advertising each position. The nature of these changes are:

- Vacant positions will require a vote of the Board before they can be filled.
- Board members must be notified of any potential hire prior to an offer being made.
- Candidates for Division Superintendent positions will be presented to the Board of Commissioners prior to receiving an employment offer.

Commissioner Irving made a motion to amend Policy 1-5: Employment and Vacant Positions as presented, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday Nyquist, Irving, Grada, Young. Nay: None. (5-0-0)

e. Action to Amend Personnel Policy 1-16: Policy on Grade and Salary Schedule

Executive Director Mangum advised that this is a one line modification stating that any new hire will be paid no higher than 120% of the minimum pay grade for that position.

Commissioner Irving made a motion to approve to amend Personnel Policy 1-16: Policy on Grade and Salary Schedule as presented, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. (5-0-0)

## **VII. Financial Reports**

- a. Action on Invoices for Payment
- b. Monthly Financial Summary
- c. Purchase Orders
- d. Budget/Actual Report

Commissioner Irving had a question about the cost of bolts and about the cost of a cleaning service. Staff advised that cleaning was for more than just office cleaning. Commissioner Irving asked about a Cell phone bill that was over \$180. Staff advised that that is a Group plan, and is attributed to more than one phone. He then questioned an ad in the Chronicle for \$583 for the Park Foreman position. Staff advised that the cost included 7 days in the Chronicle, and 1 week in the Midweek, adding that policy states that the position must be advertised in the local paper.

Commissioner Grada made a motion to approve payment of August open invoices, totaling \$123,727.94, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. (5-0-0)

## **VIII. Committee and Staff Reports**

- a. Ellwood House

Executive Director Mangum advised the Board that the Ellwood House had an event last week they had a great turnout and it was a great success. Commissioner Holliday asked about a break in. Director Mangum advised that staff did an initial assessment and then realized that there was nothing missing from the collection or the caretaker's apartment. A police report was filed.

- b. Plan Commission

None

- c. Trails & Trees Committee

None.

- d. Staff Reports

None.

## **IX. Adjourn Public Meeting**

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

Meeting adjourned at 7:40 p.m.