

**MINUTES**  
**DeKalb Park District**  
**Board of Commissioners Meeting**  
**October 20, 2016**  
**Ellwood House Visitors Center**  
**509 N. 1<sup>st</sup> St., DeKalb, IL**

**Study Session**  
**6:00 p.m.**

**Call to Order:** President Phil Young called the Study Session to order at 6:00 p.m.

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

**Staff Members Present:** Executive Director Amy Doll, Superintendent of Finance Karin Johns, Marketing and Communications Manager Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Superintendent of Golf Shane Bays, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Recreation Supervisor Rachel Schmit, Recreation Office Coordinator Wendy Hayes, Facilities Team Leader Mike Mascall, and Athletic Coordinator Jeff Myles.

**Introduction of Chris Kerwin, Recreation Intern**

Superintendent of Recreation Bill Ryder introduced Chris Kerwin. He talked briefly about the projects that Mr. Kerwin is working on. Mr. Kerwin introduced himself.

**Lions Park Discussion**

President Young stated that this discussion started at the October 3<sup>rd</sup> special meeting, but new information has come to the board's attention since then and the board reviewed the information that staff provided in regards to the new information.

President Young asked for information on use of Special Recreation funds for the project. Ms. Doll detailed the special recreation fund and where the funds would come from. At least \$21,000 would come from that fund for the project. Concerns about the fact that Lions Park does flood were brought up and staff provided a figure of approximately \$2,500 to restore the park each time it floods. However, these costs are for existing amenities, such as the playground and shelter. Ms. Doll indicated that the additional amenities would only increase the clean-up costs by approximately \$500.

Another concern brought up was the June 30, 2017 OSLAD grant deadline. Ms. Doll stated that Kathy at the DNR said as long as the District is making progress on the project, then a 1 year extension would be granted.

Ms. Doll told the board that if the District were to turn down this grant, the District would be prohibited from applying for a grant for 2 more grant cycles per Kathy at the DNR. Staff provided history of projects that have been funded. A conversation regarding the District's history of grants and other existing funding sources followed.

Commissioner Irving commented about Lions Park flooding every year and mentioned that the DeKalb Library is looking for donations because they didn't get funding from the state. Ms. Doll informed the board that the funds that the library did not receive were part of a different government fund than the OSLAD funds.

Additional discussion was held regarding the Lion's Park project, the state of the budget for the state of Illinois, and the OSLAD grant funding.

### **Board Travel Policy Discussion**

Ms. Doll mentioned that the Local Government Travel Expense Control Act was passed earlier this year. Staff and attorneys have worked together to come up with a proposed board travel policy. President Young asked if approval is due by December. Ms. Doll stated that this policy needs to be adopted by December 1<sup>st</sup>.

### **Personnel Policy Update Discussion**

A discussion was held regarding the proposed updates to the District's personnel policies. Discussion was held regarding the Vacation Leave Policy and the Personal Leave policy. A discussion of a timetable for approving the policies was also held.

### **Adjournment**

Commissioner Irving made a motion to adjourn the meeting, seconded by Commissioner Nyquist. Motion carried by voice vote. Meeting adjourned at 6:53 p.m.

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**DeKalb Park District**  
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**509 N. 1<sup>st</sup> St., DeKalb, IL**

**Public Hearing**

**Call to Order:** President Phil Young called the Public Hearing to order at 7:01 p.m.

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

**Staff Members Present:** Executive Director Amy Doll, Superintendent of Finance Karin Johns, Marketing and Communications Manager Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Superintendent of Golf Shane Bays, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Recreation Supervisor Rachel Schmit, Recreation Office Coordinator Wendy Hayes, Facilities Team Leader Mike Mascal, and Athletic Coordinator Jeff Myles.

**Public Hearing to Receive Public Comments Concerning the Intent of the Board of Park Commissioners to Sell \$3,900,000 General Obligation Limited Tax Park Bonds for the Payment of Alternative Bonds, for the Payment of Land Condemned or Purchased for Parks, for the Building, Maintaining, Improving and Protecting of the Same and the Existing Land and Facilities of the District and for the Payment of the Expenses Incident Thereto.**

President Young asked if there were any comments on the proposed bonds. Hearing none, Commissioner Nyquist moved to adjourn the public hearing and Commissioner Irving seconded the motion. Motion carried by voice vote. President Young closed the public hearing at 7:02 p.m.

**MINUTES**  
**DEKALB PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**Thursday, October 20, 2016**  
**Ellwood House Visitors Center**  
**509 N. 1<sup>st</sup> St., DeKalb, IL**  
**7:00 p.m.**

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**Public Meeting**

**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 Dean Holliday, Commissioner Dag Grada, Commissioner Bryant Irving, and Commissioner Keith Nyquist.

**Staff Members Present:** Executive Director Amy Doll, Superintendent of Finance Karin Johns, Marketing and Communications Manager Scott deOliveira, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Superintendent of Golf Shane Bays, Superintendent of Recreation Bill Ryder, Park Maintenance and Special Projects Team Leader Dave Kessen, Recreation Supervisor Rachel Schmit, Recreation Office Coordinator Wendy Hayes, Facilities Team Leader Mike Mascal, and Athletic Coordinator Jeff Myles.

**II. Action on the Agenda**

Commissioner Irving made a motion to approve the agenda, seconded by Commissioner Nyquist. Motion carried by voice vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: none.

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

**a. Study Session and Public Meeting of September 15, 2016**

Commissioner Nyquist made a motion to approve the meeting minutes from the study session and public meeting of September 15, 2016, seconded by Commissioner Grada. Motion carried by voice vote.

**b. Executive Session of August 18, 2016**

Commissioner Nyquist made a motion to approve the meeting minutes from the Executive Session Meeting of August 18, 2016, seconded by Commissioner Grada. Motion carried by voice vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: none.

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

No public comment.

#### **V. Staff Service Award**

##### **a. Mike Mascal (10 years)**

Superintendent of Parks & Development, Mat Emken, introduced Mike Mascal. He had been the facilities staff taking care of pool, lighting and irrigation and in May was promoted to Facilities Team Leader. He congratulated Mike and said his dedication has been inspirational and his attitude throughout his recent ordeal has been unbelievable. Mr. Mascal thanked the board and the park district for a wonderful 10 years. President Young presented Mr. Mascal with a gift and told him he returned to work very quickly. President Young noted that employee recognitions are the best parts of the meetings for him.

#### **VI. Old Business**

##### **a. Verizon Cell Phone Tower Update and Discussion**

Ms. Doll told the board that in late 2014 Verizon approached the District about the tower but at that time the District was not interested. The District was approached again in 2016 with a new design and staff is currently considering it. Verizon provided a rendering of the tower and the proposed location at the Hopkins Park ball field. A discussion of a potential lease was discussed as well as the specific maintenance requirements for the proposed tower.

Jamie Adcock, a representative from Verizon, who oversees leasing and zoning introduced herself to the board and answered questions from the Commissioners regarding the proposed tower.

President Young asked where the state of this proposal is at now and if staff has any input. Ms. Doll stated that Verizon does not want to go forward with additional tests if the District has reservations so staff would like to tell Verizon yes or no as soon as possible. Staff is open to exploration and would like to move forward and she believes additional revenue could help park development projects.

Commissioner Holliday looked for confirmation from Ms. Adcock that if the testing of the site comes back with negative results then the plan would not go forward and Ms. Adcock said yes. Commissioner Nyquist asked for the board and staff to end the conversation regarding the proposed tower. Commissioner Irving agreed with Nyquist to end the conversation. Commissioner Holliday stated he was in favor of going forward with discussions with Verizon.

## **VII. New Business**

### **a. Action on Auditor Service Proposal**

Commissioner Grada made a motion to Approve three-year contract for auditing services with Sikich LLP in the amounts of: Fiscal Year 2017: \$18,500; Fiscal Year 2018: \$18,870; Fiscal Year 2019: \$19,250. Commissioner Nyquist seconded the motion.

Ms. Doll advised that the District has used Sikich for the audit for the last several years and staff has a great relationship with them. Ms. Doll stated that there are significant advantages to using Sikich including their great reputation and since Karin would be a new staff member working with them, the consistency they would bring would be valuable. She also mentioned that Sikich was the second lowest firm when we received proposals last time an RFP was sent out. President Young stated that Interim Superintendent of Finance, Nancy McCaul highly recommended continuing working with Sikich. Jim Rock, the District's attorney, mentioned that there is no legal requirement to change auditors.

Ms. Doll stated that Sikich would hold the same price for one year should the board want to go with a one-year contract instead of a three-year contract.

Commissioner Nyquist made a motion to amend the motion to approve one-year contract for auditing services with Sikich LLP in the amounts of \$18,500. The motion failed to get a second.

Commissioner Holliday asked when this must be approved and if the board could have more proposals before the next board meeting. Ms. Doll stated that approval needs to be before the next calendar year and that receiving quality proposals before the next board meeting would be tough.

Motion failed by roll call vote. Aye: Grada, Nyquist. Nay: Young, Holliday, Irving.

### **b. Action on Contract with Architect for Maintenance Building**

Commissioner Grada made a motion to approve the proposal from FGM Architects for the design of a new maintenance building.

Ms. Doll advised that proposals weren't received with dollar amounts, just qualifications. President Young asked what the site plan specifically means. Mr. Emken stated that the site plan takes into account where the building is sitting, topography and if there is an issue it could be with storm water retention. President Young asked when the board could see a building design and stated that the board would like to be able to approve the design. Ms. Doll stated that in December they could see a design and input is wanted from both staff and the board. It was mentioned that FGM Architects other clients have included NIU, Sycamore School District and the village of Maple Park.

Commissioner Nyquist seconded the motion. Motion carried by roll call vote. Aye: Young, Grada, Holliday, Nyquist. Nay: Irving.

### **VIII. Financial Reports**

Commissioner Nyquist made a motion to approve payment of August open invoices totaling \$173,669.83 and to approve paid invoices from September and October in the amount of \$96,116.71. The motion was seconded by Commissioner Holliday.

Motion carried by roll call vote. Aye: Holliday, Grada, Irving, Nyquist, Young.

### **IX. Staff Reports**

Superintendent of Recreation Bill Ryder provided a report on the Hopkins Pool 2016 season. Mr. Ryder listed suggestions for next pool season which included opening Memorial Day weekend, and suggested the pool should not stay open through Labor Day due to staffing issues and to save on costs. He mentioned most community's pools do not stay open through Labor Day. Pool operating hours were changed this year and were well received. Mr. Ryder did not recommend a fee increase for the 2017 season since he believes not increasing the fees this season was a good move.

### **X. Executive Session**

Commissioner Holliday made motion that to adjourn the public meeting to go in to Executive Session to consider the following subjects under the Open Meetings Act, Section 2(c)(3): Discussion of the performance of the occupant of a public office. Commissioner Nyquist seconded the motion.

Motion carried by roll call vote. Aye: Holliday, Grada, Irving, Nyquist, Young.

Meeting was closed to the public at 7:59 p.m.

### **XI. Reconvene Open Meeting**

The meeting reconvened at 9:02 pm.

### **XII. Adjourn Public Meeting**

Commissioner Irving moved to adjourn the public meeting at 9:02. Seconded by Commissioner Grada. Motion carried by voice vote.