

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
April 18, 2019
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

I. 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 Recreation Greg Bruggeman, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, and Accounting & Administrative Assistant Emily Bidstrup.

II. Action on the Agenda

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

III. Consent Agenda

- a. Public Meeting of March 7, 2019**
- b. Public Meeting of March 21, 2019**
- c. Executive Session Minutes of March 7, 2019**

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

IV. Public Comments

Bessie Chronopoulos, a DeKalb resident, thanked the current Board members for their service. She also asked staff to try and keep the ponds as clean as possible, since it reflects on the Park District and the City. Recently she also has noticed more and more kids at the DeKalb Public Library on no school or early release days and she would like to see the Park District connect with library staff and create programming for those kids.

V. Old Business

- a. Action to Approve Strategic Planning Committee Minutes from April 4, 2019**

Commissioner Nyquist made a motion to approve the Strategic Planning Committee Minutes from April 4, 2019, seconded by Commissioner Perkins.

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

b. Action to Approve Strategic Plan Report

Commissioner Grada made a motion to approve the Strategic Planning Report for 2019-2024, seconded by Commissioner Nyquist.

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

c. Action to Dissolve Strategic Planning Committee

Commissioner Grada made a motion to Dissolve the Strategic Planning Committee, seconded by Commissioner Perkins.

President Young thanked everyone who had spent their time and effort on creating the Strategic Plan document.

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

VI. New Business

a. Action on Natural Gas Price Agreement

Commissioner Nyquist made a motion to Authorize the Executive Director to lock in the price of natural gas for 36 months at \$0.3245 per therm, seconded by Commissioner Holliday.

Heather Collins, Superintendent of Finance, mentioned there seemed to be a consensus at the last Board meeting to lock-in gas prices. The current rate would be locked in for 3 years and will go into effect in May 2019. Commissioner Holliday believed the rate was good.

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

b. Action on Administrative Policy 100.37: Photo Policy

Commissioner Nyquist made a motion to approve Administrative Policy 100.37-Photo Policy, seconded by Commissioner Perkins.

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

c. Action on Ordinance 19-05: Board Policy Manual Amendments

Commissioner Perkins made a motion to approve Ordinance 19-05: Amending the Board Policy Manual, seconded by Commissioner Nyquist.

President Young mentioned that the District attorney had reviewed all of the changes. Commissioner Nyquist looked for clarification that the vote on the Ordinance would just move the policies out of the Board Manual and into the Administrative Manual. Amy Doll, Executive Director, advised that the Ordinance would be removing the policies from the Board Manual and the next agenda item will be a vote to approve them as Administrative policies. Commissioner Grada believed the deadline to file economic interests was May 1st but the manual states April 15th.

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

d. Action on Administrative Policies 200.19, 300.2, 200.17, 300.19, 200.20, 100.7, 200.21, 300.20

Commissioner Nyquist made a motion to approve Administrative Policies 200.19, 300.2, 200.17, 300.19, 200.20, 100.7, 200.21 and 300.20, seconded by Commissioner Grada.

Commissioner Nyquist suggested tabling Policy 200.21 since the way it was written didn't seem practical. Commissioner Holliday and President Young agreed that the policy needs to be more clear. Ms. Doll pointed out that if Policy 200.21 is tabled, the District would not have a succession policy until the next Board meeting. Commissioner Nyquist would like the Board to make the decision on what the succession ladder looks like. Commissioner Grada said he would like the policy updated and voted on at the next meeting. President Young suggested to vote on the policy as is, have staff update it and then vote on the updated one at the next meeting.

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

e. Presentation of the GFOA Award for Excellence in Financial Reporting for the Year Ended February 28, 2019

Ms. Collins advised that the DeKalb Park District had received the GFOA Distinguished Award for Excellence in Financial Reporting for the 24th year in a row.

f. Post Bond Issuance Compliance Report

Ms. Collins reported to the Board the Post Bond Issuance Compliance Report which is an annual tax compliance report and keeps the District's bonds tax exempt.

g. Action to Approve Board and Staff Travel

Commissioner Grada made a motion to approve travel, meals & lodging forms for staff, seconded by Commissioner Nyquist.

Ms. Doll advised that both her and President Young would like to attend the annual IAPD Legislative Conference in Springfield. President Young stated they both had attended in the past and believed it to be a good thing when Park District staff can get in front of State Legislators to discuss Parks and Recreation.

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

h. Item over \$10,000

i. Overlook Park Playground Installation

Commissioner Grada made a motion to approve the quote of Pro Installation Plus for the installation of playground equipment at Overlook Park in the amount of \$19,800, seconded by Commissioner Holliday.

Mat Emken, Superintendent of Parks, advised that the District received a grant for new playground equipment at Overlook Park, but install is required before June 1st. With the short time-frame, and the start of busy season, staff are recommending hiring a professional installer. Commissioner Holliday wondered if any of the existing structure is salvageable. Commissioner Nyquist wondered what the scope of the work was that the vendor would be doing. Mr. Emken stated they will dig the holes and assemble and secure the equipment. Commissioner Nyquist also wondered what District staff would do. Mr. Emken advised that staff will remove the old equipment, remove the old surfacing and lay gravel and woodchips. Commissioner Nyquist wondered why District staff can't do the whole project in order to save money and hoped that the amount for install does not exceed the amount received from the grant. Mr. Emken assured that the installation costs would not exceed the amount of the grant.

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

i. Recognition of Board of Commissioners Service

On behalf of the Board of Commissioners, and the public they represent, President Young thanked Commissioner Patti Perkins and Commissioner Keith Nyquist for their time served on the Board. Commissioner Holliday expressed his appreciation and thanked them both for their time. Commissioner Grada thanked them both for the ideas they have contributed. Commissioner Perkins said she was grateful for the opportunity to serve on the Board and contribute back to her hometown. She found it rewarding to meet the staff who work hard and do a great job.

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 payment for April open invoices in the amount of \$47,560.90 and to approve paid invoices from March and April in the amount of \$55,074.27, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Perkins, Holliday, Nyquist, Grada, Young. Nay: None. Absent: None. (5-0-0)

VIII. Staff Reports

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session for the purpose of Review Closed Session Minutes 2(c)21 and Personnel 2(c)1, seconded by Commissioner Holliday. 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 6:42 p.m.

X. Reconvene Open Meeting

Meeting reconvened at 7:25 p.m.

XI. Action on Resolution 19-04: A Resolution to Release Closed Session Minutes and Destroy Audio Recording of Closed Session Minutes

Commissioner Nyquist made a motion to approve Resolution 19-04: A Resolution to Release Closed Session Minutes and Destroy Audio Recording 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)

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 7:25 p.m.