

MINUTES
DeKalb Park District
Board of Commissioners Meeting
June 16, 2016
Ellwood House Visitors Center
509 N. 1st St., DeKalb, IL

Study Session
6:30 p.m.

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

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

Staff Members Present: Amy Doll, Executive Director; Nancy McCaul, Interim Superintendent of Finance; Scott deOliveira, Marketing and Communications Supervisor; Bill Ryder, Superintendent of Recreation; Rachel Schmit, Recreation Supervisor; Matthew Galloway, Mission Continues Fellow; Shane Bays, Superintendent of Golf; Mat Emken, Superintendent of Parks and Development; Josephine Knoble, Finance Administrator; Autumn Kelly, Accounting Systems Manager; Jane Holdridge, Food and Clubhouse Manager; and Ryan Lindeman, Graduate Management Analyst.

Dog Park Membership Discussion

Ryan Lindeman, Graduate Management Analyst, spoke to the Commissioners about the updates to the dog park rules. President Young said that while he would like to have the dog park synced with Sycamore Park District's dog park, the Sycamore dog park is not yet under construction. Mr. Lindeman said that they surveyed different Park District's in the state, and that there would be signs at the dog park stating that the users need to follow state law, regarding licensing and vaccination. Ms. Doll advised that the Park District could require the user to prove the Park District that the user is in compliance. Commissioner Nyquist had questions about security, and liability to the Park District. Commissioner Irving suggested installing a self-closing gate. Ms. Doll advised that the self-closing door is in process.

Ms. Doll advised that it would not be in the best interest of the Park District to have a mandatory membership, but to work with the user group, or "friends" group. She advised that a "friends" group could oversee and collect money for projects. Commissioner Nyquist said that his concern is the Park District's liability. Ms. Doll advised that if the Board wants staff to bring forward a plan for a membership, they would be happy to do that. President Young advised that the Board can bring it back in the future, if necessary.

Commissioner Irving suggested giving an ID to each person that uses the dog park. Commissioner Grada advised that he is not in favor of a membership, because the dog park functions well as it is. Commissioner Holliday said that if there does end up being a fee, it should be a small fee.

Consensus was to not move forward with a membership.

Matthew Galloway, Mission Continues Fellow

Mission Continues is a program that works with veterans. Matthew Galloway, Mission Continues Fellow, will be working on developing a program for Welsh Park. Mr. Galloway has compiled ideas with Ms. Doll and DeKalb's Police Sergeant. He believes that safety is a perceived problem more than an actual problem at Welsh Park. Commissioner Grada said that it looks like Mr. Galloway has a bit of a challenge.

Veteran Golf Rates

Ms. Doll advised that staff was asked to look at some possible discounted golf rates for veterans, and she distributed some ideas for discounted rates. Commissioner Nyquist asked about season passes for veterans. Mr. Lindeman advised that since the season was well underway, they would be looking at discounted season passes for next year. Commissioner Holliday asked how a veteran would prove that his is actually a veteran. Mr. Lindeman advised that there are several ways that they can prove that they are a veteran, such as a military ID, or a DD214. Commissioner Grada asked about discounting other programs for veterans. Ms. Doll said that staff is working on those programs and will bring a proposal to the Board at a later date.

Adjournment

President Young adjourned the study session at 7:00 p.m.

**MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Thursday, June 16, 2016
Ellwood House Visitors Center
509 N. 1st St., DeKalb, IL
7:00 p.m.**

Public Meeting

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

President Young called the meeting to order at 7:17 p.m.

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

Staff Members present: Amy Doll, Executive Director, Nancy McCaul, Interim Superintendent of Finance, Scott deOliveira, Marketing & Communications Supervisor, Bill Ryder, Superintendent of Recreation, Shane Bays, Superintendent of Golf, Mat Emken, Superintendent of Parks and Development, Josephine Knoble, Finance Administrator, Autumn Kelly, Accounting Systems Manager, and Jane Holdridge, Food and Clubhouse Manager.

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

a. Special Meeting of May 5, 2016

Commissioner Nyquist made a motion to approve the minutes from the Special Meeting of May 5, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

b. Study Session and Public Meeting of May 19, 2016

Commissioner Nyquist made a motion to approve the meeting minutes from the Study Session and Public Meeting of May 19, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

c. Executive Session Meeting of May 5, 2016

Commissioner Nyquist made a motion to approve the meeting minutes from the Executive Session Meeting of May 5, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

d. Executive Session Meeting of May 19, 2016

Commissioner Nyquist made a motion to approve the meeting minutes from the Executive Session Meeting of May 19, 2016, seconded by Commissioner Irving. Motion carried by voice vote.

IV. Public Comments

None.

V. Old Business

None.

VI. New Business

a. Action on Ordinance 16-7: Adopt Prevailing Wage Rates

Commissioner Irving made a motion to approve Ordinance 16-07: Adopt Prevailing Wage Rates, seconded by Commissioner Grada.

Ms. McCaul advised that the State of Illinois has not updated the prevailing wage rates since last year, therefore the ordinance is worded differently this year.

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

Commissioner Irving asked if it is done every year. Ms. McCaul said that yes, it is required for the Park District to do this every year.

b. Action on Heartland Bank & Trust Account Authorized Signers

Commissioner Grada made a motion to authorize Treasurer Bryant Irving and Executive Director Amy Doll as signers on the DeKalb Park District account at Heartland Bank & Trust Company, seconded by Commissioner Holliday.

Ms. Doll advised commissioners that the District has a small bank account at Heartland Bank, and the current signers are a former Executive Director and a former commissioner who is deceased. She added that the bank requires official action to authorize that the signers be changed.

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

c. Purchases over \$10,000

i. Hallgren Building Demolition

Commissioner Irving made a motion to approve the bid of Northern Illinois Service, the lowest responsive bidder, for the demolition of the Hallgren Building, in the amount of \$59,760.00, seconded by Commissioner Holliday.

Commissioner Irving asked about a start date. Mat Emken, Superintendent of Parks and Development, advised that it would take a week to ten days from start to finish.

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

ii. Utility Tractor

Commissioner Nyquist made a motion to approve the purchase of a John Deere 5085E utility tractor from DeKalb Implement in the amount of \$49,646.36, seconded by Commissioner Irving.

Mr. Emken advised that series of mechanical breakdowns have occurred, so this tractor will be replacing a piece of equipment. He added that the tractor this is being replaced with will be sold at a surplus auction.

Commissioner Irving asked about trade in, and if it would fit on the trailer. Mr. Emken said that it will fit on the trailer, adding that it is the same size as the old tractor. Commissioner Irving asked if it has a backhoe. Mr. Emken said that it does not have a backhoe, it will be used for mowing. He also advised that the current backhoe will get them through another season.

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

VII. Financial Reports

a. Action on Invoices for Payment

b. Purchase Orders

c. Budget/Actual Report

Commissioner Grada made a motion to approve payment of May open invoices totaling \$208,616.46, and to approve paid invoices from May/June in the amount of \$82,613.55, seconded by Commissioner Irving.

President Young asked about sales figures for this year. Ms. Doll advised that the golf course numbers are skewed because there needs to be an allocation done.

Commission Irving asked about a charge for Elliott & Wood. Mr. Emken advised that they were the lowest bid that they received.

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

VIII. Staff Reports

a. Ellwood House

Mr. Emken advised that the painting is almost complete on the mansion.

b. Staff Reports

President Young asked about growth at the Nelson property. Mr. Emken said that he will look at the site to see if there is anything that needs to be removed from the area.

Commissioner Holliday asked about a contact with the Forest Preserve. Ms. Doll said she is still working on getting a meeting with Mr. Hannan.

President Young asked about spiking an area in the fairways and if they need more equipment. Mr. Bays said that they need a walk behind aerator. President Young said that he has heard from citizens that the greens look great. Mr. Bays said that the greens need to be aerated once a month at this time of year.

Commissioner Holliday asked Mr. Bays to get some numbers to the Board by the next meeting regarding the purchase of a new aerator.

Commissioner Irving asked about the high grass at Chesebro School. Mr. Ryder said that they have no teams using those fields, but he will talk to Kevin Bock to get it taken care of.

IX. Executive Session

a. Personnel 2(c)1

b. Pending or Imminent Litigation 2(c)11

c. Purchase or Lease of Real Estate 2(c)5

d. Setting a Price for Sale or Lease of Real Estate 2(c)6

e. Performance of Occupant of Public Office 2(c)3

f. Review of Executive Session Minutes 2(c)21

Commissioner Irving made a motion to go into closed session to consider the following subjects under the Open Meetings Act, Section 2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and Section 2(c)(3) Discussion of the performance of the occupant of a public office.

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

Meeting closed to the public at 7:36 p.m.

X. Reconvene Open Meeting

Meeting reopened to the public at 8:52 pm

XI. Adjourn Public Meeting

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

Meeting adjourned at 8:53 pm.