

MINUTES
DeKalb Park District - Board of Commissioners Meeting
July 21, 2016
Ellwood Visitors Center | 509 N. 1st Street, 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 Bryant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist.

Staff Members Present: Executive Director Amy Doll, Interim Superintendent of Finance, Nancy McCaul, Marketing & Communications Manager, Scott deOliveira, Superintendent of Parks & Development Mat Emken, Human Resource & Payroll Manager Autumn Kelly, and Superintendent of Recreation, Bill Ryder.

Others Present: Dave Phillips, Speer Financial

1. Dave Phillips, Speer Financial

Dave Phillips from Speer Financial presented information regarding his company's services and experience in obtaining bids for bond issuance. He went on to explain that debt service savings that can be realized by structuring Park District bonds through different bond issue models. He provided information about the impact of different models specific to current and future Park District bonds.

2. Athletics/Aquatics Job Description

Director Doll stated that per policy, staff evaluated Athletic Supervisor position and recommended changing the position to a Coordinator level position. The new position would take on responsibilities of athletics and aquatics supervision. Doll stated that a savings of \$20-\$22K to the District would be realized through reclassification of the position.

President Young inquired about the primary functions of the position. Doll stated that the primary responsibilities would be all aquatic operations and programming along with indoor soccer programming. Staff and board went on to discuss various aspects and alternatives of the change in position.

3. Lions Park Discussion

Director Doll stated that OSLAD funding for the Lions Park grant project has been included in the stop-gap State budget. Doll stated that staff wanted to refresh and update the board about the scope of the project that was approved in 2014. Various Board and staff went on to review schematics of the project including property boundaries of the park that may impact the project.

Doll stated she will inform the Board when the District has received official notification from the State to move forward with the project.

4. RFP for Maintenance Campus

Director Doll stated that staff has been working on the RFP for the design/build of the new building. She went on to explain that in order to comply with Illinois Park Code the District must employ the services of a design professional in developing the specifications and selection criteria for the project.

Adjourn Study Session:

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

Study Session adjourned at 6:54 p.m.

MINUTES
DEKALB PARK DISTRICT - BOARD OF COMMISSIONERS
Thursday, July 21, 2016
Ellwood 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 Phil Young called the meeting to order at 7:00 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, Interim Superintendent of Finance, Nancy McCaul, Marketing & Communications Manager, Scott deOliveira, Superintendent of Parks & Development Mat Emken, Human Resource & Payroll Manager Autumn Kelly, and Superintendent of Recreation, Bill Ryder.

Others Present: Cindy Tucker, Corn Classic Race Director

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

a. Study Session and Public Meeting of June 16, 2016

Commissioner Nyquist made a motion to approve the minutes from the Study Session and Public Meeting of June 16, 2016, seconded by Commissioner Grada. Motion carried by voice vote.

b. Special Meeting of June 24, 2016

Commissioner Nyquist made a motion to approve the minutes from the Special Meeting of June 24, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

c. Executive Session Meeting of June 16, 2016

Commissioner Nyquist made a motion to approve the minutes from the Executive Session Meeting of June 16, 2016, seconded by Commissioner Grada. Motion carried by voice vote.

d. Executive Session Meeting of June 24, 2016

Commissioner Nyquist made a motion to approve the minutes from the Executive Session Meeting of June 24, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

IV. Public Comments

None.

V. Old Business

None.

VI. New Business

a. Action to Extend the Employee Agreement with GovTemps USA

Commissioner Nyquist made a motion to extend the employee agreement with GovTemps USA for the Interim Superintendent of Finance position, seconded by Commissioner Holliday.

Director Doll stated that with the continued vacancy in the Superintendent of Finance position, the District would like to extend the Services of Nancy McCaul for a couple more months until the new Superintendent of Finance begins in October. President Young stated on behalf of the Board that they appreciate all the hard work Nancy has provided the District.

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

b. Purchases over \$10,000

i. Walk Behind Aerator

Commissioner Nyquist made a motion to approve the purchase of a John Deere Aercore 800 with windrow attachment in the amount of \$16,162.40 from J.W. Turf, seconded by Commissioner Holliday.

Commissioner Irving stated that he feels equipment should be purchased from local businesses. Superintendent Bays stated that he inquired with local vendors about purchasing the equipment and was advised to purchase this golf-specific equipment directly from the distributor to avoid unnecessary upcharges.

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

c. Action to Appoint FOIA Officer

Commissioner Grada made a motion to appoint Amy Doll, Executive Director, as the FOIA Officer and Scott deOliveira, Marketing and Communications Manager, as the back-up FOIA Officer, seconded by Commissioner Holliday.

Director Doll stated that with the recent administrative vacancies it was necessary to officially appoint current staff as designated FOIA Officers for the District. She also stated that the new Superintendent of Finance will take over the role of FOIA Officer when she begins in October.

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

d. Presentation from Corn Classic Race Committee

Cindy Tucker, Corn Classic Race Director, presented the Board with a \$500 check. She stated that the Race Committee designated the DeKalb Park District trails as their fundraising recipient for this year.

e. Action to Approve Amendment to Hallgren Building Demolition Contract

Commissioner Grada made a motion to approve the amendment to the Hallgren Building Demolition Contract, seconded by Commissioner Holliday.

Superintendent Emken stated that due to delays related to the termination of gas service by Nicor Gas, it is necessary to extend the demolition contract so that the contractor is not charged for project delays beyond their control.

Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Grada, 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 Nyquist made a motion to approve payment of June open invoices totaling \$176,982.33 and approve paid invoices from June in the amount of \$57,214.87, seconded by Commissioner Holliday.

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

VIII. Staff Reports

a. Ellwood House

Director Doll stated that staff provided the Ellwood House Association with a letter of support for a grant application to commission a historic structures report that would aid in long term planning for restoration work.

b. Staff Reports

IX. Executive Session

None.

X. Adjourn Public Meeting

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

Meeting adjourned at 7:31 pm.