

**MINUTES**  
**DeKalb Park District**  
**Board of Commissioners Meeting**  
**September 15, 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 6:01 p.m.

**Board members present:** President Phil Young, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist. Absent: Commissioner Bryant Irving (arrived at 6:09 p.m.).

**Staff Members Present:** Executive Director Amy Doll, 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, and Park Maintenance and Special Projects Team Leader Dave Kessen.

**Introduction of Chris Kerwin, Recreation Intern**

Superintendent of Recreation Bill Ryder said that Recreation Intern Chris Kerwin was not able to attend the meeting, because he broke his leg. Mr. Ryder gave a little background on Mr. Kerwin and some of the projects that he will be working on.

**Trail Contribution Request**

Executive Amy Doll talked about a modification to the Peace Road Trail. She also talked about a request from Live Healthy. They are requesting a contribution of \$1,000. Ms. Doll advised that the group asked for contributions from Sycamore Park District, DeKalb Park District, City of DeKalb and DeKalb County. Commissioner Holliday said that he supports this.

**Endowment Fund Discussion**

Ms. Doll introduced Dan Templin from the DeKalb County Community Foundation. Mr. Templin spoke about the endowment fund; stating that former Park District Executive Director Cindy Capek started the endowment fund in 2010. Commissioner Bryant Irving arrived at 6:09 p.m.

Executive Director Doll advised that the fund was started with \$10,000 in 2010 and the current balance is \$42,823.77. Mr. Templin talked about possible changes to the plan agreement. He also advised that this fund is not really an endowment, and recommended changing the name to the DeKalb Park District Fund. The balance has been added to periodically by the Park District through golf outing proceeds. President Young asked if staff wanted this fund to continue as an

endowment fund. Ms. Doll said that there could be two funds, one an endowment fund and the other would be called the DeKalb Park District Fund. Ms. Doll said that if the Park District is wanting to use the funds for projects, it should not be an endowment fund. She added that the intention was for the fund to be used for projects and it is more beneficial to the District to not have it be an endowment fund. Dag asked about tax deductibility. Mr. Templin advised that the way that this fund is set up, the donor would make the donation to the District first and then the District deposits the donation in the fund, but the District can offer tax deductibility.

The Board discussed different ways that the fund could be used. Commissioner Nyquist said that if the fund was just misnamed, then he would support changing the name of the fund. President Young asked if the minutes from that time could be pulled to find out what the original intent was.

### **Impact Fee Discussion**

Executive Director Doll presented information that was requested by the Board at the last meeting. (See page 8) There would not be any money lost if the impact fees were waived from the subdivisions in question. She said that Sycamore has a plan to reassess their impact fees every three years. President Young asked about the land-cash ordinance. Ms. Doll said that yes that is where the impact fee discussion came from. Ms. Doll said that she reached out to the DeKalb School District, but the school district is not looking at this issue very closely yet, because they have had some other things on their plate. Commissioner Nyquist stressed caution to changing the ordinance at this time.

The Board discussed different ways that land value impacts the District. Commissioner Nyquist said that he cannot support this. President Young said that waiving these fees will probably not bring developers to DeKalb.

### **Adjournment**

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

Meeting adjourned at 6:38 p.m.

**MINUTES**  
**DEKALB PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**Thursday, September 15, 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 7:00 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, 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, and Park Maintenance and Special Projects Team Leader Dave Kessen.

**II. Action on the Agenda**

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

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

**a. Study Session and Public Meeting of August 18, 2016**

Commissioner Irving made a motion to approve the meeting minutes from the study session and public meeting of August 18, 2016, seconded by Commissioner Holliday. Motion carried by voice vote.

**b. Action on Resolution 16-05: Resolution to Release Executive Session Minutes to Destroy Tapes from Closed Session Minutes**

Commissioner Irving made a motion to approve Resolution 16-05: Resolution to Release Executive Session Minutes to Destroy Tapes from Closed Session Minutes, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Grada, Irving, Nyquist, Young, Nay: None. (5-0-0)

**IV. Public Comments**

Bessie Chronopoulos, former DeKalb Mayor, spoke about impact fees. She said that the DeKalb Sanitary District has appointed a committee to discuss impact fees. She added that she is not comfortable with waiving impact fees.

Julie Keifer Bell, 40 year resident, spoke about trees that were being struck by disc golfers and she is asking that hole number 5 be moved. She also spoke about being taken by force to a DeKalb Hospital and then being moved to a psychiatric hospital. President Young told Ms. Bell that her three minutes were up. Ms. Bell asked where to send copies. President Young advised that although public comment time is not a time when the Board responds, he told her where to send copies.

**V. Staff Service Award**

**a. Wendy Hayes (20 years)**

Superintendent of Recreation Bill Ryder advised that Wendy Hayes is one of the most recognizable face at the Park District. Adding that she is a good ambassador for the Park District. President Young said that he appreciates all that Wendy does. Executive Director Amy Doll advised that there is a gift that would be presented to Ms. Hayes.

**VI. Old Business**

None.

**VII. New Business**

**a. Action on Revision to Agreement for Improvement to Park District Property**

Commissioner Nyquist made a motion to approve the revision to the improvements to Park District property by First Midwest Group, seconded by Commissioner Holliday.

President Young said that he thinks that there is a flaw in the entire plan, and that the lights are shining on the trail.

After some discussion, Commissioner Irving made a motion to table this item, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Irving, Grada. Nay: Nyquist, Young. (3-2-0)

**b. Action on Declaration of Surplus Items**

Executive Director Amy Doll advised that staff has put together a list of items that are being declared as surplus and will either be sold, scrapped, or otherwise disposed of.

Commissioner Nyquist made a motion to approve the Fiscal Year 2017 Surplus Items Declaration, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. (5-0-0)

**c. Purchases over \$10,000**

**i. Fall Tree Order**

Executive Director Doll advised that as part of the District's continuing efforts to provide a diverse natural environment, money is allocated each year for tree replacements and additions.

Commissioner Irving made a motion to approve the fall 2016 tree order from Deerpath Nursery in the amount of \$13,105.50, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. (5-0-0)

**d. Action on Ordinance 16-8: Annexation of Property**

Executive Director Doll advised that, in March of 2016, the City of DeKalb annexed the property adjacent to the Nature Trail. This is the development formerly known as "the Nelson Property" and is now known as the Puri DeKalb Development. The Park District is authorized to annex additional property to be coterminous with the City.

Commissioner Grada made a motion to approve Ordinance 16-08: An Ordinance Annexing Certain Territory to the DeKalb Park District, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Grada, Holliday, Irving, Nyquist, Young. Nay: None. (5-0-0)

**VIII. Financial Reports**

**a. Action on Invoices for Payment**

**b. Monthly Financial Summary**

**c. Budget/Actual Report**

Commissioner Grada made a motion to approve payment of August open invoices totaling \$117,266.13 and to approve paid invoices from August in the amount of \$63,212.30, seconded by Commissioner Irving.

President Young said that he would like to see a breakdown of the IT services and a breakdown of services by Sundog.

Commissioner Holliday said that he would like a legend of account numbers included with the report.

Commissioner Irving had questions about individual invoices.

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

**IX. Staff Reports**

**a. Ellwood House**

Mr. Emken reported that the Ellwood House Board wants to inform the Park Board of the appreciation of the grounds of the Ellwood House. He also advised that they will be having Wine on the Terrace.

**b. Staff Reports**

President Young asked about design and maintenance shop proposals. Ms. Doll said that staff is working on an RFQ for architects to put together construction documents, the notice will go out on Monday. President Young asked about the timeline. Ms. Doll said that she will have a time line at the October meeting. Hopefully, construction will begin in March.

**X. Adjourn Public Meeting**

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

Meeting adjourned at 7:59 p.m.