

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
September 20, 2018
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 6:04 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 Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, and Superintendent of Recreation Bill Ryder.

II. Action on the Agenda

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

III. Consent Agenda

- a. Study Session Minutes of August 16, 2018**
- b. Public Meeting Minutes of August 16, 2018**
- c. Executive Session of August 16, 2018**

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

- a. Action on Parks Department Job Description Changes**

Commissioner Perkins made a motion to approve the Parks Department Job Description Changes, seconded by Commissioner Grada.

Mr. Emken reviewed the job descriptions, noting that no additional changes since the board had reviewed them at the last meeting.

Commissioner Perkins made a motion to amend the Superintendent of Parks and Development job description to include “developing program proposals for grants and other funding sources, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Perkins, Holliday, Young. Nay: None. Absent: None. Present: Nyquist. (4-0-0-1).

Commissioner Perkins said she would like to see the additional wording included in the job descriptions for all Superintendents moving forward. Commissioner Nyquist and President Young stated that they were in agreement for adding the additional duty to all Superintendent job descriptions.

Roll call vote to approve the Parks Department Job Description Changes. Motion carried by roll call vote. Aye: Grada, Holliday, Perkins, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

b. Action on Environmental Policy

Commissioner Grada made a motion to approve changes to Administrative Policy 100.36: Environmental Policy, seconded by Commissioner Perkins.

Executive Director Doll indicated that the only change would be to move the policy from the Board Policy Manual to the Administrative Policy Manual. President Young agreed with the change and would like to get a full recycling program into the District.

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

c. Action to Approve Pest Control Contract

Commissioner Perkins made a motion to authorize the Executive Director to sign a three-year contract for pest control services at all District facilities with Pest Control Consultants, seconded by Commissioner Holliday.

Mr. Emken explained that various District facilities have utilized separate contracts for pest control in the past. An RFP was issued on August 13, 2018 and seven responses were received. The Executive Director and all of the Superintendents evaluated all of the responses and would like to recommend Pest Control Consultants. The Contract would run from October 1, 2018 through September 30, 2021.

President Young questioned whether the District had ever utilized this company. Mr. Emken stated that the District had not used them in the past, but the references were fantastic. Commissioner Perkins stated she was pleased to see the District select a local company.

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

d. Action on Contract Between DeKalb Park District and Teamsters Local Union No. 330

Commissioner Grada made a motion to approve the contract between the DeKalb Park District and the Teamsters Local Union No. 330, seconded by Commissioner Nyquist.

Commissioner Holliday questioned who on the Park District side should be signing the contract. Executive Director Doll stated that she spoke with the attorney at Ancel Glink. The President of the Board of Commissioners has the primary authority to sign such a document (if the Board approves the document). The Executive Director may only sign this type of contract if the Board were to make a motion in the meeting to specifically authorize her to sign on behalf of the Commissioners. Ms. Doll said she updated the language to include President Young as the signor on this contract.

President Young thanked Executive Director Doll and staff for working so hard on the contract. President Young also thanked employee Mr. Kessen for representing the collective bargaining staff as well.

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

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 Nyquist made a motion to approve September open invoices totaling \$101,847.59 and to approve paid invoices from August and September in the amount of \$109,534.78, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Holliday, Perkins, Nyquist, 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 Pending or Imminent Litigation 2(c)11, seconded by Commissioner Perkins. Motion carried by roll call vote. Aye: Grada, Holliday, Perkins, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

Meeting closed to the public at 6:31 p.m.

X. Reconvene Open Meeting

Meeting reconvened at 7:33 p.m.

XI. 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 7:33 p.m.