

**MINUTES**  
**DeKalb Park District**  
**Board of Commissioners Meeting**  
**October 15, 2015**  
**Hopkins Park Community Center**  
**1403 Sycamore Road, DeKalb, IL**

**6:30 pm**  
**Study Session**

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

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

**Staff members present:** Executive Director Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Athletics Supervisor Bill Ryder, Graduate Management Analyst Ryan Lindeman, Park Foreman Andy Dabros

**Introduction of Andy Dabros:** Superintendent Emken introduced Andy Dabros, the new Park Foreman. Mr. Dabros indicated that he is looking forward to working at such a fine Park District.

**Presentation of the 2015 Comprehensive Annual Financial Report:** Brian LeFevre from SIKICH presented the Comprehensive Annual Financial Report. The District received the highest level of opinion that can be received on an audit. Mr. LeFevre reviewed each section of the audit report with the Board of Commissioners.

Commissioner Nyquist asked about the new accounting standards for IMRF and what the effect would be on the District's net position next year. Mr. LeFevre indicated that the net position would go down by \$1.5 million but just as an accounting change, not that the District did anything wrong. The reason for the accounting rule change is to shine a light on government agencies that don't fully fund their pension accounts. The District is already fully funding the pension account. Next year it is going to look dramatically different and it may make headlines in a lot of government organizations.

President Young asked if Mr. LeFevre saw anything in the last year that would be of concern about moving the Aquatics Fund and Golf Fund to special revenue funds. Mr. LeFevre indicated that in the past the expenses in these funds included depreciation. The revenues of the golf course are still not covering the costs of operating the golf courses and that did not change. The District needs to make a decision if they are going to continue to subsidize the cost of the golf course with monies from other funds.

President Young thanked Mr. LeFevre for his time. Mr. LeFevre indicated that it was a pleasure working with the District.

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

Meeting adjourned at 6:53 pm.

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**1403 Sycamore Road, DeKalb, IL**  
**7:00 pm**

**Public hearing concerning the intent of the park commissioners of the DeKalb Park District to sell not to exceed \$1,200,000.00 general obligation limited tax park bonds for the payment of alternate bonds, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto**

**Call to Order:** President Phil Young called the public hearing to order at 7:03 p.m.

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

**Staff members present:** Executive Director Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Athletics Supervisor Bill Ryder, Graduate Management Analyst Ryan Lindeman, Park Foreman Andy Dabros

**Public Comment:** Ed Harvey spoke to the board and indicated that he would like to see additional information relative to bond. Specifically he said that taxpayers are entitled to information about how much of the issue of bonds will be used to pay for alternate bonds, how much will be used for land acquisition, for building new facilities and what facilities would be built, for maintenance and in what areas, for equipment, for park improvements and where, and for protection and in what manner.

Additionally, Mr. Harvey said that the taxpayers should know how much of the bonds will be used for playgrounds and where will they be, for sled hills, band shell, swimming pool improvements and how much will be used for personnel, payroll costs and district staff.

Mr. Harvey said that the District has an obligation to do things the most economical way possible and should do an audit to determine what the most economical way to do things is. The District should determine whether completing projects using in house construction or using competitively bid projects is more economical. He hopes that the board would have this information available before the bonds are issued. Mr. Harvey indicated that he hopes that the District has not arrived at an amount of bond issuance based solely on the amount available to issue per statute.

The public hearing was closed at 7:07 pm.

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**I. Call to Order:** President Phil Young called the meeting to order at 7:07 p.m.

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

**Staff members present:** Executive Director Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Athletics Supervisor Bill Ryder, Graduate Management Analyst Ryan Lindeman, Park Foreman Andy Dabros

**II. Action on the Agenda:** Commissioner Nyquist made a motion to approve the agenda, Commissioner Holliday seconded the motion. Motion carried by voice vote.

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

**a.** Commissioner Nyquist Made a motion to approve the study session and public meeting minutes of September 17, 2015. Commissioner Holliday seconded the motion.

Commissioner Irving noted that a correction was needed on page 3. "Trustee Holliday" should be changed to "Commissioner Holliday"

Motion carried by voice vote.

**IV. Public Comments**

Ed Harvey addressed the board on the personnel policy changes that were made at the previous meeting. He indicated that he would prefer to making the comments before the changes were voted on by the board but they were not made available to the public.

In regard to 1-3 requiring the park board to approve substantive changes in a job description, Mr. Harvey said that this is not appropriate for the board. The director is in a much better position to know the specific needs of the District. The Board is not. The Board's job is to set policy, not to determine specific job duties. This is the director's job; he should be allowed to do his job and be held accountable for his decisions.

In regard to 1-5 requiring the names of potential hires to be submitted to the Board prior to the offer, Mr. Harvey questioned what the purpose of this is. He said that presumably this is to provide input on the individual under consideration. The director is responsible for hiring subordinate staff and should be allowed to do his job and to be held responsible for his hires. Getting the board involved in hiring is not good policy. It is not good for the director's performance because it dilutes the director's authority and credibility with subordinate staff.

They will question who is making the final decision and bring forward candidates that they feel will pass board muster even though the candidate might not be the best person for the job. It puts the director in a no-win situation if he or she goes against the preferences of a commissioner. It is not good policy for the Board's oversight and the evaluation of the director's performance. Once the Board gets involved in hiring, the Director cannot be held 100% responsible for who he hires. The Board's job is to set policy. The Board hires only the director. Hiring of all other staff is the director's job; he should be allowed to do his job and be held accountable for his decisions.

In regard to 1-5 requiring the board to meet Superintendent-level candidates prior to hire, Mr. Harvey said that his objections were the same as previously stated.

In regard to 1-16 requiring that anyone starting above 120% of the minimum of the salary range must be approved by the board, Mr. Harvey stated that this is a good policy and he is surprised that the District didn't already have this. He questioned whether this is in conflict of the ERI policy in which employees can't start above 80% of a former employee's salary.

## **V. Old Business**

None

## **VI. New Business**

### **a. Action to Amend Agreement with City of DeKalb and DeKalb Area Agricultural Heritage Association, Inc. (DAAHA) For Placement of Historical Marker in DeKalb Square**

Commissioner Irving made a motion to approve the amendment to the Historical Marker Agreement allowing the Flying Ear Historical Marker to be moved to DeKalb Square. Commissioner Grade seconded the motion.

President Young indicated that this moves the historical marker to 4<sup>th</sup> Street. Director Mangum indicated the original agreement required that it come back to the board for approval. Commissioner Holliday said that he was at the dedication and he wondered why it was being put in that park. Commissioner Nyquist said that if we have any future improvements to Memorial Park or Veterans Park we should reach out and get input from the veterans. President Young commented that, in general, in any park that the District makes changes, if there is historical significance or groups or organizations that have been involved in the acquisition or development of that park, the District should check with all interested parties before changes are made.

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

## **VII. Monthly Financial Summary**

Commissioner Irving made a motion to approve the payment of September open invoices, totaling \$97,574.93. Commissioner Holliday seconded the motion.

Commissioner Irving asked about the invoice on the 2 dog/human water fountains and if they are really that expensive. Superintendent Emken explained that they are multi-component water fountains and that they are powder-coated black. Commissioner Irving asked about the one that is left at the dog park and whether that will be re-used. Superintendent Emken said that it will stay where it is.

Commissioner Irving asked about the annual MSI maintenance for \$7200. Superintendent Small reported that this is the District financial software and the District pays an annual fee for licensing and maintenance for all of the modules that the District uses. President Young asked if it is cloud based or server based. Small indicated that it is going cloud based but is currently housed on the District server.

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

## **VIII. Committee and Staff Reports**

### **a. Ellwood House**

No report

### **b. Planning Commission**

No report

### **c. Trails & Trees Committee**

No report

### **d. Staff Reports**

### **e. Capital Projects Update**

Superintendent Emken handed out a report about where the District stands on capital projects. Due to state funds being frozen, no progress has been made on Lions Park or the Ellwood House projects.

A variety of in-house projects have been completed including the terrace beam replacement at Ellwood, the wedding gazebo at Hopkins Park, Hopkins intern office, Pappas to Garden of Eden playground move, picnic pods at Hopkins Park, parking lot striping, basketball court striping, asphalt overlays, and ball field fencing at Hopkins Park. The Shipman Park playground and dog park are in progress and are being done in house.

President Young asked if the dog park is still on target for opening on the 31<sup>st</sup>. Superintendent Emken said that it is, barring any unforeseen incidents.

Upcoming projects include Lions Park shelter renovations and some interior painting at the Ellwood. Staff are getting pricing for Welsh and DeKalb Kiwanis park shelter roof replacement.

Commissioner Irving asked if the Lions shelter can be used during the winter months. Superintendent Emken responded that it does have a heater, but no insulation so it is not a real viable option for year-round use. Commissioner Holliday said he thought it had been insulated in the ceiling. Staff was not sure but would find out. Holliday indicated that if that is the only thing keeping the District from using it year round perhaps the District should look into it.

Commissioner Irving asked if staff are going to put plastic around the trees and put stakes in. Superintendent Emken said that yes staff are going to stake them. Commissioner Irving said that the trees need to be protected from deer.

#### **IX. Adjourn Public Meeting**

Commissioner Irving made a motion to adjourn. Commissioner Holliday seconded the motion. Motion carried by voice vote.

Meeting adjourned at 7:32 p.m.