

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
June 20, 2019
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call to Order and Roll Call: President Phil Young called the meeting to order at 6:02 p.m.

Board Members Present: President Phil Young, Commissioner Dean Holliday, Commissioner Gail Krmeneč, and Commissioner Dag Grada.

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, Superintendent of Recreation Greg Bruggeman, Park Maintenance & Special Projects Team Leader Dave Kessen, and Seasonal Administrative Assistant Lexi Floming

II. Action on the Agenda

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

III. Consent Agenda

- a. Public Meeting of May 2, 2019**
- b. Public Hearing of May 16, 2019**
- c. Public Meeting of May 16, 2019**
- d. Executive Session Minutes of May 2, 2019**
- e. Executive Session Minutes of May 16, 2019**

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

IV. Public Comments

None

V. Old Business

a. Action on Administrative Policy 200.21: Policy on Succession

Commissioner Grada made a motion to approve Administrative Policy 200.21: Policy on Succession, seconded by Commissioner Krmeneč.

Amy Doll, Executive Director, clarified the policy as it relates to the absence of the Executive Director and stated that it is moving from a board policy to an administrative policy.

Commissioner Krmeneč voiced her concern about the last paragraph of the policy regarding succession of superintendents. Commissioner Krmeneč made a motion to modify the final paragraph to state “In the event that a superintendent will be out of town or otherwise unable to perform the duties of the position, the executive director will assume responsibility for the division.” Commissioner Holliday seconded the motion.

Motion on the modification carried by roll call vote. Aye: Krmeneč, Holliday, Grada, Young. Nay: None. Absent: None. (4-0-0)

Motion original motion carried by roll call vote to approve Administrative Policy 200.21: Policy on Succession. Aye: Krmeneč, Holliday, Grada, Young. Nay: None. Absent: None. (4-0-0)

VI. New Business

a. Discussion of Welsh Park Master Plan

Michelle Kelly, from Upland Design, showed the Board two concepts for the Welsh Park Master Plan. The concepts merged together some of the existing amenities with new ideas, like a new playground closer to the shelter. Ms. Kelly stated that there were three public meetings and an online survey for respondents to pick what concept they like the best. After the input was gathered and tallied, residents declared their priorities to be basketball and pickleball courts, Concept A’s playground, a nature themed activity area, and a bigger flex field in the southern part of the park.

Ms. Kelly also mentioned that the Park District could potentially receive funding from the OSLAD grant. Ms. Kelly explained that the grant opens July 1st with an application deadline of August 19th and the Park District could receive up to \$400,000 to help with park expenses, if awarded.

Commissioner Krmeneč asked if costs were broken down and Ms. Kelly responded that each piece had its own price. Commissioner Krmeneč also asked if the Park District could apply for the OSLAD grant every year to which Ms. Kelly responded yes, the Park District can.

President Young asked about phasing in costs of the projects. Ms. Kelly responded that the Park District would want to look at five elements of the concept plans to compete at a high level for the OSLAD grant.

b. Discussion on District Recycling Efforts (Video)

Amy Doll, Executive Director, showed the Board, along with other attendees of the meeting, a video from VICE News and HBO titled “China’s Waste Ban is Causing a Trash Crisis in the U.S.” Before the video, Ms. Doll said that it was in the Park District’s strategic plan to implement a recycling program for District events, but she wanted everyone to be informed with what is happening in the U.S. today.

Commissioner Krmenek expressed her appreciation for the video but also mentioned how she would like to see more recycling options at every DeKalb Park District facility.

President Young stated that he was in favor of both reduction and recycling for the District.

VICE News and HBO titled “China’s Waste Ban is Causing a Trash Crisis in the U.S.” link: <https://www.youtube.com/watch?v=NK20t11He14&t=135s>

c. Discussion on Agreement with DeKalb Leadership Academy for Tree Carving at Annie’s Woods

Mat Emken, Superintendent of Parks & Development, explained that a large tree snapped off in Annie’s Woods and staff believed that it would be a good place for a carving. Mr. Emken said that they have been in contact with Andy Raih, Street Superintendent at the City of DeKalb, about undertaking the carving project. Mr. Raih is participating in the DeKalb Chamber of Commerce Leadership Academy and believed that the carving would be a good project. Mr. Raih also noted that the Leadership Academy participants have found sponsors to fund the carving project and a person to complete the carving.

Ms. Doll passed around examples of possible carvings that Mr. Raih had sent to her. It was mentioned that the Park District would be looking at an eagle design possibly.

President Young said that the Board would like confirmation of what is going to be carved to ensure it fits the culture of the community.

d. Action on Resolution 19-05: Declaring July 13th as Unplug DeKalb Day

Commissioner Krmenech made a motion to approve Resolution 19-05: Declaring July 13th as Unplug DeKalb Day, seconded by Commissioner Holliday.

Motion carried by roll call vote. Aye: Krmenech, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

e. Action on Resolution 19-06: Declaring Intent to Transfer Nehring Building to City of DeKalb

Commissioner Grada made a motion to approve Resolution 19-06: Declaring Intent to Transfer Nehring Building to City of DeKalb, seconded by Commissioner Krmenech.

Ms. Doll stated that this Resolution is to establish intent for the Park District to transfer the building to the City by the end of the 2019. The District has offered notices to the current tenants of the Nehring Building.

President Young expressed that he wanted to make sure the building would be used for city purposes as a city hall. President Young said that he did not want to see it get flipped and sold and wanted some documentation that the building will not get destroyed in a year or two.

Commissioner Krmenech believed that there needs to be a restriction in the agreement that it needs to stay with the City for a number of years. Commissioner Krmenech also voiced concern about the resolution that authorizes the executive director to negotiate the intergovernmental agreement. She wants assurances that the intergovernmental agreement comes to the Board for approval before it goes to the City. Commissioner Krmenech requested modification to Section Two of Resolution 19-06.

Ms. Doll said that the Park District would ask the City to draft the IGA and then give it back to the Board for final approval.

Motion failed by roll call vote. Aye: Grada, Young. Nay: Holliday, Krmenech. Absent: None. (2-2-0)

f. Action to Extend CVB Lease

Commissioner Grada made a motion to approve the extension of the Dekalb County Convention and Visitors Bureau (CVB) Lease, seconded by Commissioner Krmeneč.

Ms. Doll explained that the CVB lease expires at the end of June 2019. Ms. Doll said, pending the Board's approval, that the lease would be for six months and could be ended with one month notice by either party until December 31, 2019.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

g. Action on Alcohol Permit for Kickball Tournament

Commissioner Grada made a motion to approve an alcohol permit for a DeKalb Park District led kickball tournament, seconded by Commissioner Krmeneč.

Greg Bruggeman, Superintendent of Recreation, told the Board that staff were looking to sell alcohol on July 20th at the adult kickball league at Katz Park. Mr. Bruggeman also said that Fatty's would cater the alcohol and two staff members would be onsite during the event.

The Board asked if alcohol would be sold for the entire duration of the event, 2 p.m. – 8 p.m. Mr. Bruggeman said that the original plan was to sell until 8 p.m. but was willing to move the end time of alcohol sales up.

Commissioner Krmeneč voiced her concerns about the message that the Park District was sending to the community. Commissioner Krmeneč said that parks and recreational activities should be more associated with healthy activities.

Commissioner Grada said that he wasn't 100% sold, but alcohol has been sold at the golf course since forever and doesn't see it being problematic if it is managed correctly.

Motion carried by roll call vote. Aye: Grada, Holliday, Young. Nay: Krmeneč. Absent: None. (3-1-0)

h. Action on Contract with Lisa Sharp Architects for Ellwood Mansion Project

Commissioner Grada made a motion to approve a contract with Lisa Sharp Architects for Ellwood Mansion Project, seconded by Commissioner Krmeneč.

Mr. Emken told the Board that the projects that were covered by the IDNR Museum Grant required services of an architect. Mr. Emken said that Lisa Sharp

Architects was selected. The roof of the Ellwood Mansion would be completed in the Fall and the terrace and ADA lift upgrades would be completed Spring 2020.

Commissioner Krmeneč noted that the terms in the proposal were not consistent. Under terms of agreement, the contract is to be accepted within 60 days, and under general terms, the contract is to be accepted within 30 days. Staff indicated that they would have Lisa Sharp update the proposal to reflect the same language in both parts of the proposal.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

i. Action on Educational Agreement

Commissioner Krmeneč made a motion to approve the Educational Agreement, seconded by Commissioner Grada.

Mr. Emken explained that due to the vacancy in the Parks Department, the staff recommended that the District replace the Facilities 3 position with full-time Facilities 1 position. The Facilities apprentice filled the job, leaving that position vacant. Mr. Emken also mentioned that the staff would like to move the educational requirement to the Facilities 1 employee but extend the timeline from two years to four years. The agreement is the same as the previous agreement, except the new agreement properly indicates the employee is part of the collective bargaining unit rather than an at-will employee.

Commissioner Krmeneč asked how many hours the apprentice had already completed toward the 28-hour requirement for a Certificate as required by the current educational agreement. Mr. Emken stated that the employee had completed 7 hours. Commissioner Krmeneč reported that she had researched the class availability for the program through the Kishwaukee College website and that she thinks that the two-year timeline is sufficient.

Ms. Doll's recommendation was to have the employee take one class per semester to acknowledge the employee is working full-time with a family. Ms. Doll based her recommendation off her conversation with the apprentice coordinator at Kishwaukee College, who originally suggested the four-year timeline. Commissioner Krmeneč reported that she had researched the class availability for the program through the Kishwaukee College website and that she thinks that the two-year timeline is sufficient.

Motion carried by roll call vote. Aye: Grada, Holliday, Young. Nay: Krmeneč. Absent: None. (3-1-0)

j. Action on Contract with Billy Casper Golf for Golf Operational Analysis

Commissioner Krmeneč made a motion to approve the contract with Billy Casper Golf for Golf Operational Analysis, seconded by Commissioner Holliday.

Ms. Doll discussed that one strategy in the strategic plan is to determine a plan for financial viability for the golf courses and to that end staff have recommended the District have consultant come in and provide an analysis at the golf courses. Staff are recommending accepting the proposal from Billy Casper Golf. The total cost would be \$17,500 plus travel, which is not to exceed \$2,500. Billy Casper Golf is very well versed in golf course operations and has done analyses all over the U.S. and has experience in many different golf courses. Ms. Doll said that a representative would present the final report to the Board in October. It was noted that Ms. Doll would be the primary contact, but the analysis team would also work with Jeff Cameron, Adam Anderson, Scott deOliveira, Cindy Slinkard, and Heather Collins.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

k. Action on Authorization to Fill Accounting & Administrative Assistant Position

Commissioner Krmeneč made a motion to approve the authorization to fill Accounting and Administrative Assistant position, seconded by Commissioner Grada.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

l. Action Authorizing Concession Sales by Big D's Hotdogs

Commissioner Krmeneč made a motion to approve the authorizing of concession sales by Big D's Hotdogs, seconded by Commissioner Holliday.

Mr. Bruggeman told the Board that the District was recently approached by Damien Cavazos to bring his hotdog cart to the ball fields and to the Hopkins Pool. He wants to sell hotdogs and other prepackaged food at the ballfields, , and at the pool.

Commissioner Krmeneč was concerned about openness and transparency in Park District facility rentals for a specific dollar amount without advertising that

facilities were available for rental. Ms. Doll responded that the pool concessions area was included in the RFP released in January as a rental possibility but that no proposals were received. She reported that other vendors have come to the District in previous years when the RFP has been issued with a dollar amount and negotiated with the Park District for rental space. Commissioner Krmeneč was concerned that the RFP was not advertised well, and the Park District was not being open and transparent by renting the concession stand to a vendor that approached the Park District.

Commissioner Grada asked if the agreement had an end date. Ms. Doll explained that the end date would be at the end of the season.

Motion carried by roll call vote. Aye: Grada, Holliday, Young. Nay: Krmeneč. Absent: None. (3-1-0)

m. Action on Items Over \$10,000

i. Memorial Gazebo for Buena Vista Golf Course

Commissioner Grada made a motion to approve the quote from Parkreation in the amount of \$14,125 for the manufacturing of a memorial gazebo for Buena Vista Golf Course, seconded by Commissioner Holliday.

Scott deOliveira, Superintendent of Marketing & Golf Operations, told the Board that the Park District was approached by a local resident, who inquired about doing a memorial gazebo for her father, who recently passed. The gazebo would be installed by the 4th tee at Buena Vista Golf Course to replace the one that is there. After the quotes were in, Mr. deOliveira informed the board that the staff wishes to move forward with Parkreation since they were the lowest quote.

President Young asked if there was a contract in place with the resident. Mr. deOliveira responded that the staff will create a contract for the resident to sign that outlines that all costs, including labor for installation, would be covered by the donor.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

VII. Financial Reports

- a. Invoices for Payment**
- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. Budget/Actual Report**

Commissioner Grada made a motion to approve June open invoices in the amount \$55,800.08 and to approve paid invoices from May and June in the amount of \$194,174.67, seconded by Commissioner Krmeneč.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

VIII. Executive Session

Commissioner Krmeneč made a motion to go into closed session for the purpose of Personnel 2(c)1 and Land Acquisition, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Krmeneč, Young. Nay: None. Absent: None. (4-0-0)

Meeting closed to the public at 8:15 p.m

IX. Reconvene Open Meeting

Open meeting reconvened at 9:39 p.m.

X. Adjournment

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

Meeting adjourned at 9:39 p.m.