

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
February 4, 2021
Hopkins Community Center, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call to Order:

President Phil Young called the meeting to order at 6:01 p.m.

Roll Call

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Gail A. Krmeneč, Commissioner Doug Eaton, and Commissioner Dag Grada.

Staff Members Present: Interim Executive Director Ray Ochromowicz, Superintendent of Parks & Development Mat Emken, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson, Cindy Slinkard, Dave Kesson, Wendy Hayes.

II. Action on the Agenda

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

III. Public Comments

IV. Old Business

a. Report on Golf Cart Purchase

President Young stated that once we talk about any dollar change amount, we would need to have a new action item. He asked why was it that this was brought to us 2/3 months ago and voted on when we did not know how many were operable to trade in. At this point we need to wait to hear back from Harris. Commissioner Holliday stated that we were told there would be 36 to trade in- what happened to them. Commissioner Grada asked if there has been any conversation with the individual who came up with these numbers. Commissioner Krmeneč noted that the numbers never added up when this started in November. Before we move and vote on this, she would like an actual status on the carts and if they are operable right now. President Young added that this would be allocating another \$1500 toward the purchase.

b. Discussion of Tentative Capital Projects for Fiscal Year 2022

President Young asked on the status of factoring in the A&E cost. Mr. Bruggeman stated the FY22 amount would be \$500,000 and that it was not feasible at this point.

V. New Business

a. Discussion on Water Shed Plan

Dean Johnson, DeKalb County Soil and Water Conservation District, presented. President Young asked if we were to adopt the plan document, what our commitment would be to do these? Mr. Johnson said there is no commitment. It offers you the opportunity to do so through a plan that has been approved by the EPA. He stated this is just the plan and ideas. If you decide you want to move forward, those numbers reflected would include hiring engineer to determine what the project would look like. There are no detailed plans of what this would look like.

b. Discussion of Tentative Operating Budget for Fiscal Year 2022

None

c. Discussion on IDNR Fisheries

The old agreement was indefinite. IDNR is now interested in signing a new agreement with a 5-year term. Commissioner Holliday asked if we own that body of water we are talking about. Mr. Emken stated we lease rotary park and maintain the grounds. At rotary, it would need to be both us and the city signing. President Young asked if this is signed would this branch out to other bodies of water as well. Mr. Emken stated they would need to be separate agreements. Commissioner Grada and Krmenc voiced some issues with the language in the agreement and the liability that may hold for the district. Commissioner Holliday asked if we were planning on building pier. Mr. Emken said there was one already there.

d. Discussion on School District Easement at Cheseboro Park

President Young asked if this was a onetime construction process. Mr. Emken said it was. Commissioner Krmenc questioned item 6 on the actual agreement- basically states the park district should not permanently or temporarily destruct easement premises. She said we should not have to ask permission to do something on our own land. Commissioner Eaton concurred. Commissioner Grada was not terribly concerned with that. President Young asked how far below the surface it would be. Mr. Emken said he could find out.

e. Discussion of IT Provider

IT expires this month from a 3-year agreement, averaging around \$4,800. The numbers have slowly been increasing recently weather there are added things or other issues. President Young state we should go out for a RFP. Commissioner Krmenc and Grada agreed it would be worth our while to put out an RFP. Commissioner Eaton also agreed but wanted to make sure there was an option to extend the current contract monthly. Mr. Ochromowicz stated he has two agencies that have vendor IT so we could reach out to see if they did RFPs and we can compare it to what services we are currently receiving.

f. Discussion of Board Meeting Schedule for Fiscal Year 2022

Mr. Ochromowicz stated something he has found to work very successful, is to have one meeting a month but prior to that meeting on the same day there is a study session for an hour. There is an agenda and nothing on that agenda is about the board meeting that follows that night. It would all be what would be coming the following month. It eliminates that every week is a board prep week. Anything we ever do- none of it is ever permanent. We could try and always change mid-year. President Young reiterated that we would not bring up an item and vote that same day. Commissioner Krmenech stated she would like to see us stay at 2 meetings a month. She understands how much work goes into it but thought meeting twice a month allows everyone to maintain momentum and make timely decisions. It also allows the district to change course if we need to. With a new board in place- 2 meetings will help acclimate them into their roles. Commissioner Eaton concurred.

President Young stated we would still have special meetings, but they would be very specific for an item that needed to be addressed. Commissioner Grada stated he is not aware of another district that regularly does two meetings. He questioned if we were moving too slow or missing an efficiency. He stated he did not object to 2 meetings a month but did not see the benefit there. Commissioner Holliday agreed.

g. Discussion of Recreation Supervisor Job Description

Commissioner Krmenech asked for input from Mr. Bruggeman regarding the Recreation Supervisor position. Mr. Bruggeman stated there is definitely a need. We have me, Jeff, the days off school coordinator, and Wendy. The days off coordinator is approaching 1000 hours and will not be able to work. This position is essential for that growth. Commissioner Krmenech said she would like to see the position filled. President Young asked if there was a consensus this should be reinstated. All- yes. Staff were asked to bring any changes to the next meeting for the job description.

h. Action on Golf and Rental Facilities Operations Manager Job Description

Commissioner Eaton made a motion to approve the Golf and Rental Facilities Operations Manager job description, seconded by Commissioner Krmenech.

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

i. Action on Budget and Appropriation Ordinance

Commissioner Grada made a motion to direct staff to post for public inspection Ordinance 20-01: Budget & Appropriation Ordinance for FY2022, seconded by Commissioner Eaton.

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

j. Action on Filing Executive Director Position

Commissioner Eaton made a motion to fill Executive Director position, seconded by Commissioner Grada.

Commissioner Krmeneč stated one of the things the board needs to decide is the salary- right now it is at a level 10 between \$98,000-\$147,000. She suggested advertising it between \$98,000 and \$120,000.

President Young asked if we need to discuss anything about the amount of vacation time. Commissioner Eaton stated he thought that could be negotiated. Ray Ochromowicz said he thought it was fair that vacation time be identified. At the executive level- 3 weeks would be minimum. It gives someone an idea if the offer is attractive. President Young asked if there was a consensus for the salary being listed at \$98,000-\$120,000. Yes. He also asked for consensus on listing eligible for benefits. All- yes. Commissioner Krmeneč asked if this was what the Interim Director is going to do in terms of the search. Mr. Ochromowicz stated he will meet with the HR manager and Marketing Coordinator and get an announcement out. Determine ample amount of time, set cut-off date. Registry in the common shared files, provide a screening process and bring in people that would be good fit for prescreening interviews and ultimately bring 4 to the board for interviews.

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

k. Items over \$10,000

i. Hopkins Shelter Furniture

Commissioner Eaton made a motion to approve the quote from Leisure Furniture for the replacement of the Hopkins Shelter Furniture in the amount of \$11,955.00, seconded by Commissioner Krmeneč.

President Young asked the plans to replace the tables. Mr. Bruggeman said those would probably be on the budget for FY23. Commissioner Krmeneč stated the budget last year was for tables not chairs and now we are switching and buying chairs. She asked how many tables there were in the shelter. She was concerned we were not buying enough chairs based on the number of tables and why we were not considering buying as a set. Also, if we buy some chairs now and some in a second round, will they match. Mr. Bruggeman suggested rolling this amount over into the FY22 budget. President Young asked for a rough estimate on replacing everything. Mr. Bruggeman guessed it would be around \$23,000 but said he could get a better estimate. Commissioner Eaton concurred.

Commissioner Eaton withdrew his motion to approve the quote from Leisure Furniture for the replacement of the Hopkins Shelter Furniture in the amount of \$11,955.

VI. Adjourn Public Meeting

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

Meeting adjourned at 8:02 p.m.