

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
March 4, 2020
Ellwood Visitors Center, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call to Order:

President Phil Young called the meeting to order at 6:02 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: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Recreation Greg Bruggeman, Superintendent of Golf Steve Moore, Accounting & Administrative Assistant Jennifer Anderson, Cindy Slinkard, David Kessen, Adam Anderson

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

V. New Business

a. Action on Ordinance 20-02: Budget and Appropriation for the Fiscal Year March 1, 2020 to February 28, 2021

Commissioner Grada made a motion to approve Ordinance 20-02: Budget & Appropriation Ordinance for the Fiscal Year March 1, 2020 through February 28, 2021, seconded by Commissioner Eaton.

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

b. Action to Approve the Budget Document for the Fiscal Year March 1, 2020 to February 28, 2021

Commissioner Grada made a motion to approve the Operating and Capital Budget document for the Fiscal Year March 1, 2020 through February 28, 2021, seconded by Commissioner Eaton.

Commissioner Krmeneč asked what the improvements are to the clubhouse. Superintendent of Golf, Steve Moore, responded they would be replacing flooring in the hallway, repainting, putting in new trim, re-vamping the check in counter at River Heights. They would also be expanding the decks at Buena Vista and River Heights.

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

c. Discussion of Changes to Administrative Policy 200.10: Internal Cash Controls, Administrative Policy 200.8: Processing Invoices, and Administrative Policy 200.3: Purchasing

Commissioner Krmeneč had concerns with the sentence in Policy 200.10 that indicated the board would vote to accept the monthly invoices. President Young recommended striking the language “to accept” and say “to vote” on monthly financial reports. Commissioner Krmeneč also had concerns that petty cash would be misused. President Young asked if there had been any police records in the past seasons regarding missing money. Superintendent of Finance, Heather Collins stated that she is unaware of any such police reports since she started with the District.

Commissioner Eaton mentioned there had been previous discussion of lowering purchasing limits. Commissioner Krmeneč and President Young asked if we had the numbers on how many purchases were between \$5,000 and \$10,000. Ms. Collins stated for our last fiscal year there were approximately 40 items, with the vast majority being capital purchases, utility bills, some maintenance, contracts, and dues. Commissioner Eaton said if that’s the type of expense, it makes sense to keep the current limits. President Young agreed and said they could reassess in the future.

d. Discussion of Intergovernmental Agreement with NIU

Superintendent of Recreation and Facilities, Greg Bruggeman discussed the option to enter into an agreement with NIU for E-Game Sports. President Young asked who would be participating in this program. Mr. Bruggeman said it would be through the Park District but held at NIU facilities. President Young inquired about some of the logistics of the arrangement between the Park District and NIU. Mr. Bruggeman noted that normal wear and tear on the equipment would be NIU’s responsibility but that if District participants broke equipment the District would be liable. His plans to use the new bus for travel and at least one District staff member would be present the entire time a program is being held. He noted that qualified participants could use the District’s scholarship program. On average, he expects the District would offer this program once a month.

Commissioner Krmeneč asked who drafted this agreement and if the District’s attorneys had reviewed it. Mr. Bruggeman responded NIU drafted it and it has gone back and forth a few times. Commissioner Krmeneč requested that staff

have the District attorney review the contract. President Young asked if we have looked at other examples of other park districts or if there are any concerns with PDRMA. Mr. Bruggeman stated there are other park districts in the area going to NIU for similar programs.

e. Discussion of Proposal from Upland Design for Welsh Park

President Young asked if we thought the project would be completed this fall. Superintendent of Parks, Mat Emken said yes, weather permitting. President Young also wanted to commend everyone that has worked on this project, as a 50% grant was a great success. Commissioner Holliday asked if there ever was an announcement in The Daily Chronicle. Executive Director Doll stated IAPD sent a press release almost immediately and that it was covered by The Daily Chronicle.

Commissioner Krmenek inquired why we need a swimming pool permit. Ms. Doll stated the State of Illinois requires that permit for the splash pad. Commissioner Krmenek also requested clarification on the proposal statement that pay application would be reviewed. Mr. Emken stated he would get a clarification.

f. Discussion of Taking Possession of Land from Kishwaukee Water Reclamation District

President Young stated he thinks it's a great idea to formally accept the land. The District and KWRD have already saved the taxpayers money by not having to pay for the removal of dirt from the KWRD and it was a good use of land to build the sled hill. In his opinion, it makes sense to purchase the land.

Commissioner Grada was also in favor of \$10 for a nice piece of property.

g. Discussion of Open Golf Position

Superintendent of Golf, Steve Moore, explained that with the hiring of Adam Anderson as Golf Maintenance Superintendent, there is an opening in the Assistant Golf Maintenance Superintendent position. Commissioner Holliday asked if that should be Supervisor. Mr. Moore stated in the golf industry, it is typically called Superintendent. Commissioner Holliday stated that he thought the District had previously called it Supervisor. Ms. Doll stated as of January 2017, it has been Superintendent, but she could look back and see when it was officially changed. The job description was updated in 2018, so staff is not recommending any changes. At this point, staff would like to bring it back for vote at the next board meeting. Commissioner Krmenek asked if this will be opened to the public and advertised. Ms. Doll stated we would advertise locally, on the website, and websites recommended by the golf leadership.

h. Annual Discussion of Strategic Plan

Commissioner Krmenek stated she would like to see the District start on the Hopkins Pool discussion. She would like the District to start planning, so we understand the options before starting the next budgeting cycle.

VI. Executive Session

Commissioner Holliday made a motion to go into executive session under 2(c)1 Personnel at 6:44 p.m., seconded by Commissioner Eaton. Motion carried by roll call vote.

VII. Reconvene Open Meeting

The open meeting reconvened at 7:32 pm

VIII. Action on Appointment of Marketing Coordinator

Commissioner Eaton made a motion to authorize the appointment of Katie Drum to the Marketing Coordinator position at a salary of \$62,000 annually, seconded by Commissioner Grada.

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

IX. Adjourn Public Meeting

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

Meeting adjourned at 7:34 p.m.