

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
September 3, 2020
Hopkins Community Center, DeKalb, IL

Public Meeting
5:00 p.m.

I. Meeting Call to Order:

President Phil Young called the meeting to order at 5:01 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: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Recreation Greg Bruggeman, Interim Superintendent of Golf Dan Anderson, Accounting & Administrative Assistant Jennifer Anderson, Cindy Slinkard, Wendy Hayes, Dave Kessen, Adam Anderson, and Dakota Johnson.

II. Action on the Agenda

Commissioner Krmeneč made a motion to amend the agenda and strike item Xd) Discussion of the Performance of the Occupant of a Public Office 2(c)3, seconded by Commissioner Eaton. Motion carried by voice vote.

III. Public Comments

Bessie Chronopolous indicated she was interested in the TIF audit and wanted to hear what direction the Park District was going with regard to the audit.

IV. Consent Agenda

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

- a. Public Meeting of July 16, 2020
- b. Executive Session Minutes of July 16, 2020
- c. Public Meeting of July 28, 2020

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

V. Old Business

a. Action of Accounting Software

Commissioner Eaton made a motion to authorize the Executive Director enter into a contract with Tyler to purchase its Tyler-hosted Incode software, seconded by Commissioner Grada.

President Young stated he was glad the District is choosing the Tyler hosted product and that there was a significant savings for remote implementation.

Commissioner Krmenech wanted to see the contract, which was not provided to the board.

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

VI. New Business

a. Introduce New Assistant Golf Maintenance Superintendent

Adam Anderson, Golf Maintenance Superintendent, introduced Dakota Johnson as the new Assistant Golf Maintenance Superintendent. He will be working primarily at River Heights for the remainder of the season with Adam.

b. Discussion of FY 2021 Budget

Executive Director Doll presented updated budget and fund balance projections that reflect activity through August.

President Young asked if there are grant opportunities and how interest rates look. Director Doll said there are a few grants for expenses directly related to COVID; however, no grants for lost revenue, which is the District's biggest concern. As the District gets closer to the bond issuance, we can look into interest rates further.

c. Discussion of Extension of Auditing Contract

Superintendent Collins presented a proposal for a one-year extension for the auditing contract due to the implementation of the new accounting software.

President Young asked if this contract would be one year solely because of the accounting software and if Sikich has experience with the new software. Ms. Collins said the software conversion will change a lot for staff. Changing the auditing firm would have twice the work for the old software and new software. Ms. Collins expressed concerns about response rates to an RFP if auditing firms knew we were changing software. Sikich has other clients that utilize Tyler Incode. There are a lot of questions that come up during the year and during a conversion process. Sikich would be a resource for questions. President Young was on the fence of a one-year contract versus doing an RFP right away.

Commissioner Holliday asked when the last bid occurred. Ms. Collins said an RFP was issued in fall 2017, or 3 years ago.

Commissioner Krmeneč thought this was the perfect time to put this out for an RFP.

Commissioner Eaton was on the fence as well. He asked what kind of encumbrance on staff it would be to change firms. Ms. Collins said it is not impossible, however changing software is a lot of extra staff time and an audit also requires a lot of staff hours. To do both is asking a lot of staff and of the auditors. Ms. Collins also expressed concern with not having a technical resource since the Sikich contract has ended. An RFP would have to go out immediately.

d. Discussion of RFP for Comprehensive Master Plan

Executive Director Doll presented a draft RFP to complete and update Comprehensive Master Plan, which was last updated in 2012.

Commissioner Grada asked if this would be looking at a project greater in scope than the study done in 2012. Director Doll replied yes, this would look at physical parks and properties, but would also build off of the strategic plan.

Commissioner Krmeneč had concerns with the budgeted amount of \$30,000 as this is a lean budget year for us. She expressed opportunity to work on this ourselves. President Young stated the possibility of a hybrid model where an outside company would do 70% for example and staff do the other portion. Commissioner Eaton was in favor a hybrid model.

Commissioner Grada thought there was a value of having an outside entity come in and evaluate and see something different. There is a potential for groundwork being done by staff but wondered how much staff could feasibly do that this firm wouldn't want to do themselves.

e. Discussion of RFP for Legal Services

Executive Director Doll presented a draft RFP for legal services.

President Young stated that 2007 was the last time we engaged in contractual or any type of paperwork for legal services and we should move forward in the RFP process.

f. Action on filling Superintendent of Golf Position

Commissioner Grada made a motion to authorize the staff to fill the Superintendent of Golf position at a starting salary not to exceed \$78,840, seconded by Commissioner Eaton.

President Young recommended to have "PGA Pro desired" be stricken from the job description. Commissioners Eaton, Krmeneč and Holliday agreed. Director Doll stated she could bring the job description back for board approval. Commissioner Krmeneč added that we need a true golf course manager.

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

g. Action on District Trash Removal Contractor

Commissioner Grada made a motion to authorize staff to enter a contract with Waste Management for District wide trash, recycling, and landscape waste removal, seconded by Commissioner Eaton.

Commissioner Krmeneč asked why the RFP and contract were not provided to the board. She stated that the RFPs and contracts should be provided as part of the board packet so the board members know on what they are voting to spend taxpayer dollars. Director Doll stated that the RFP was posted to the OneDrive. Krmeneč stated she was not aware that this had occurred, and neither the RFP nor the contract were provided as appendices in the digital version of the board meeting packet. Executive Director Doll confirmed that the documents were not provided as part of the board packet. President Young asked why the Board is does not review the contracts ahead of time. Director Doll said once the board authorizes the action, then the contract gets sent to the District's attorney for review. Commissioner Krmeneč said she would still like to see the contract before we vote on the action, even if the contract has not been to Ancel Glink for review.

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

h. Action on District Energy Contract

Commissioner Eaton made a motion to authorize the Executive Director to enter into a three-year contract with Direct Energy for electricity, seconded by Commissioner Krmeneč.

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

i. Action on Alcohol Permit for Music at the Mansion

Commissioner Grada made a motion to approve an Alcohol Permit for Alcohol Sales at Music at the Mansion pending the securing of a City Alcohol Catering Permit, seconded by Commissioner Eaton.

Commissioner Holliday asked who would be doing the sale. Director Doll said that Fun Me Events runs the event and requests the alcohol permit, but Ms. Doll said she believes they will be hiring Fatty's Catering. President Young asked if it has already been posted and advertised. Commissioner Krmeneč said the paper has already stated Fatty's would be serving.

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

j. Action on River Heights Golf Course Improvements Bid

Commissioner Grada made a motion to authorize staff to enter into a contract with O'Brien Civil Works, Inc. for drainage and cart path improvements at River Heights Golf Course in the amount of \$314,288.30, seconded by Commissioner Eaton.

President Young inquired if we have used O'Brien on previous projects.
Superintendent Emken said no.

Commissioner Krmeneč was sad to see the brick and planter area in front of the River Heights Clubhouse was being removed and pavement put into its place. She also asked if the project would interrupt golfing. Director Doll said the maintenance staff suggested removing the brick to reduce annual maintenance cost, but that there are other ideas to soften the front of the building. As for golfing, there may be times where there are certain holes that shut down, but everyone was made aware at the pre-bid meeting that the course would remain open.

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. Lighting Upgrades

Commissioner Eaton made a motion to authorize the purchase of 15 Holophane LED path lights from Crescent Electric in the amount of \$20,028.90, seconded by Commissioner Krmeneč.

President Young inquired about the life span of the lights. Mr. Emken said 20 years.

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

ii. Golf Carts

Commissioner Eaton made a motion to authorize the staff to purchase six golf carts from Harris Golf Cars for \$28,434, seconded by Commissioner Krmeneč.

President Young asked if Yamaha is the preferred vendor. Director Doll said it was the staff recommendation so the mechanic can work on one type.

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

iii. Golf Irrigation Satellites

Commissioner Grada made a motion to authorize the staff to purchase four irrigation satellites in the amount of \$11,840.57 from Clesen Proturf Solutions, Inc., seconded by Commissioner Eaton.

Commissioner Holliday asked if Clesen Proturf would come install the satellites. Director Doll said they will do the first one, so staff can be trained.

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

VII. Financial Reports

Commissioner Eaton made a motion to accept the monthly financial reports for August 2020, seconded by Commissioner Grada.

Commissioner Krmeneč asked about the \$2,000 charge to Corky's Catering. Director Doll said it is the business that came to SRC for cleaning and disinfecting. She also asked why there are two liquor licenses for River Heights. Ms. Collins stated that is dictated by the City of DeKalb. We need two separate licenses for the Clubhouse and the course itself.

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

- a. Monthly Paid Bills Listing**
- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. FOIA Report**
- f. Multi Year Contracts and RFP's Report**
- g. Budget/Actual Report**

VIII. Strategic Plan Update Report

Commissioner Holliday asked about the sponsorship of the beverage cart included in the update: when did the district start doing this and was this advertised for bid? Executive

Director Doll stated there was no RFP issued nor a notice posted; the individual asked whether they could sponsor the beverage cart. Commissioner Krmeneč stated she believed this was a conflict of interest since this person has electioneered at board meetings for a commissioner position. Commissioner Holliday agreed. Commissioner Grada asked whether we need a definition of sponsorships and notification to the public.

IX. Joint Review Board Meeting Report

President Young discussed the recent TIF audit and findings that money was not allocated properly by the City of DeKalb in prior TIFs. He stated that he is not in favor of forcing the City to repay the taxes that should have flowed back to the other taxing bodies as that would simply mean the City raising taxes to the residents. He wondered if there may be a way the District could get a credit for the services we receive from the City. He requested the board address this issue and come up with an official statement. Commissioner Krmeneč suggested having a meeting to discuss and agreed with the idea of a discount for services.

X. Executive Session

Commissioner Holliday made a motion to go into executive session under 2(c)6 Land Sale, 2(c)3 Personnel, and 2(c)21 Review Closed Meeting Minutes, seconded by Commissioner Eaton. Motion carried by voice vote.

XI. Reconvene Open Meeting

The open meeting reconvened at 7:27 pm

XII. Action on Resolution 20-08: A Resolution to Release Closed Session Minutes

Commissioner Krmeneč made a motion to approve Resolution 20-08, authorizing the release of certain closed session meeting minutes, seconded by Commissioner Eaton. Motion carried by voice vote.

XIII. Adjourn Public Meeting

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

Meeting adjourned at 7:30 p.m.