

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
September 5, 2019
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 6:01 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, Superintendent of Marketing and Golf Scott deOliveira, Accounting & Administrative Assistant Jennifer Anderson, and Park Maintenance and Special Projects Team Leader David Kessen.

II. Action on the Agenda

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

III. Public Comments

IV. Old Business

a. Discussion of IGA with City of DeKalb for Transfer of Nehring Building

Director Doll stated that the IGA was originally discussed at the August 15th board meeting. Commissioner Eaton recused himself from discussion as he works for the City. Commissioner Krmeneč said that at the last meeting she indicated that the board might consider including a deed restriction in the IGA that would prohibit the building from being razed for 25 years. The IGA in the board packet remains the same as the previous version. Commissioner Holliday, Commissioner Grada, and President Young felt that the current language was sufficient and that they did not want to delay the approval of the agreement.

V. New Business

a. Discussion of Update of Comprehensive Master Plan

The Park District's current Comprehensive Master Plan was adopted in July 2012. Jarrod Scheunemann, President of Campfire Concepts, presented a discussion of concepts and practices of Comprehensive Master Planning.

President Young asked if the District's current strategic plan and master plan can be incorporated into an updated document. Mr. Scheunemann agreed and provided further information on how to improve the future Comprehensive Master Plan. Commissioner Eaton asked if Mr. Scheunemann thought the District received resident input during the strategic planning process. Mr. Scheunemann stated yes.

Commissioner Krmeneč asked if the staff has created an inventory list of the recommendations from the 2012 Comprehensive Master Plan and determined the status of those recommendations. Director Doll stated that as staff have developed capital plans, they have referred to the Comprehensive Master Plan, but there is no status list from the 2012 Comprehensive Master Plan.

b. Discussion of Five-Year Capital Plan

Director Doll stated that the District develops a five-year capital plan to identify and prioritize projects. This preliminary presentation is a starting place for discussion, noting that there are more projects identified than there are funds available.

Commissioner Grada and President Young discussed whether parks and trails are reaching and meeting all residents' needs within the District's boundaries. President Young requested that the board members review the plan and discuss it further at an upcoming meeting. Commissioner Krmeneč stated that the District should not develop a five-year capital plan without a Comprehensive Master Plan. Commissioner Grada asked staff what projects are vital within the next year. Director Doll stated that capital maintenance and repairs are the primary concern in the next year.

c. Discussion of Impact of Minimum Wage Increase

Superintendent of Finance Heather Collins presented a payroll forecast for the upcoming minimum wage increases. In total, the net payroll increases will be about \$188,000 with FICA cost increasing about \$14,000 over the next six years.

President Young inquired if Ms. Collins had any preliminary thoughts on how to adjust for this increase. Ms. Collins stated the District would need to assess the various revenues and rates and look into the hours of operations of the facilities. Commissioner Eaton mentioned that perhaps the Comprehensive Master Plan

could include revenue generating activities that could offset this payroll increase.

d. Discussion of District Bond 2019 Bond Issuance

Ms. Collins presented a cash flow analysis if the District were to purchase its own general obligation bonds.

Commissioner Grada inquired if the District invests in its own bonds, then does the District pay itself interest. Ms. Collins confirmed yes. Commissioner Krmenech inquired about the liquidity of purchasing District bonds if money was needed. Ms. Collins said cash flows and projects would need to be timed appropriately. President Young requested the board members to review and come back to this topic at a later date.

e. Discussion of Proposed Board Policy- Project Development Protocols

President Young presented a proposed board policy and procedures for projects for discussion at board meetings. The policy and procedures would set guidelines for staff as to when projects are brought to the board, when projects are brought to the public, and when the board would receive financial information about projects.

Commissioner Grada questioned item four in the procedures. President Young said there must be some point where the President is representing the board and the Director is representing the staff to decide what is on the agenda. Commissioner Grada wanted to know within the conditions defined if there has recently been a time where something has not been put on the agenda because the President deemed it inappropriate. President Young said if something does not make the agenda it is due to there not being enough information presented from staff. Director Doll confirmed that President Young has never kept a project from the agenda. Commissioner Eaton concurred with both sides but also agreed with Commissioner Holliday who stated that if at least two board members agreed, any item can be added to the agenda. Commissioner Krmenech was okay with item four for this very reason.

President Young asked the board to review the document and that the Board will address this at an upcoming meeting.

f. Discussion of Board Meeting Decorum

President Young reminded all of the Commissioners that the Board does not have a specific decorum or policy for when board members speak at meetings. He advised that when a board member is talking, to make sure the person has completed their talk before another speaks. Board members can often get answers to many agenda or board packet questions before the meeting, by contacting the Executive Director or Board President. He added that it is important to respect

each other's views, and that no one should take it personally if there are differences of opinion, or opposing votes of others, since all board members represent the Park District and the public as a whole.

VI. Adjourn Public Meeting

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

Meeting adjourned at 7:52 p.m.