

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
July 16, 2020
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 6:00 p.m.

Roll Call

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Gail A. Krmeneč, Commissioner Doug Eaton, and Commissioner Dag Grada. Note: Commissioner Grada left the meeting at 9:10 p.m. and did not return.

Staff Members Present: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson, Katie Drum, Kevin Hager, Dave Kessen, Cindy Slinkard, Jackie Owensby, 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. 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 Minutes of June 18, 2020
- b. Executive Session Minutes of June 18, 2020

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

IV. Public Comments

Bessie Chronopolos spoke about the TIF Audit, as the Park District has a seat on the Joint Review Board. Norden Gilbert spoke on behalf of the American Youth Soccer Organization (AYSO), which has had a presence in DeKalb for 42 years. He stated that AYSO would not offer a fall soccer program due to COVID 19, but there were still plans for the Spring 2021 AYSO program. Christopher Lewis commented on the closure of the outdoor basketball courts and believed they should be re-opened. JJ Wett submitted an email, which was read aloud, asking the Park District to consider closing the Kiddie Pool.

V. Old Business

VI. New Business

a. Introduction of Katie Drum, Marketing Coordinator and Kevin Hager, Mechanic

b. Board Member Recognition

Commissioner Holliday was presented an award for making a hole in one at River Heights. President Young was recognized for 10 years of service with the Dekalb Park District.

c. Discussion of Golf Course Improvements

IMEG will begin construction documents for cart paths on hole 2, 8 and 9 as well as drainage at the hole 9 tee. Construction documents will go to bid next month, and construction could begin this fall.

Commissioner Holiday asked if there was a troubleshooter that can come out to fix the existing irrigation system. Commissioner Krmeneč stated a functioning irrigation system is critical and should have been one of the first things reviewed on the course. Commissioner Eaton concurred. President Young stated that we should get the current system repaired as quickly as possible.

Commissioner Krmeneč commented on the vacant positions in the golf department, including the Superintendent of Golf and the Asst. Superintendent of Golf Maintenance position. She noted that the vacant positions should be filled immediately since filling these positions were key recommendations made in both the Golf Advisory Committee and the Billy Casper Reports. She also expressed concerns with the purchase of the beverage cart and the lack of purchase of new golf carts. She asked whether the Golf Advisory Committee report was shared with the marketing director. Commissioner Eaton concurred with the comments of Commissioner Krmeneč. President Young noted that once a fulltime position is vacated, established protocol is to bring the vacant positions before the Board of Commissioners for a decision, including a job description and salary range. President Young recommended that the Asst. Superintendent of Golf Maintenance position be filled, and a search be conducted for the Superintendent of Golf. We can hire a temporary Superintendent of Golf in the interim.

d. Audit Presentation

Brian Lefevre with SIKICH presenting the audit for FY 2020. The District was awarded the Certificate of Achievement for the 25th consecutive year.

President Young asked about the TIF money and the ability to plan for projects down the line using that money. He also asked Mr. Lefevre if the district was in a good position to borrow money. Mr. Lefevre said we should work with Speer Financial to see what level we could borrow without a referendum.

e. Action to Accept CAFR

Commissioner Grada made a motion to accept the Comprehensive Annual Financial Report for the fiscal year ending February 29,2020, seconded by Commissioner Eaton.

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

f. Action on Resolution 20-06: Funds Transfer from General Fund to Golf Fund and Recreation Fund to Hopkins Pool Fund

Commissioner Eaton made a motion to approve Resolution 20-06 to transfer \$25,393 from the Recreation Fund to the Aquatics Fund and to transfer \$1,358 from the General Fund to the Golf Fund, seconded by Commissioner Holiday.

Commissioner Krmeneč asked what the number 4285 represented on the resolution document. Director Doll explained that was a naming convention added by Ancel Glink for their purposes.

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

g. Action on Administrative Policy 200.10: Internal Cash Controls, Administrative Policy 200.8: Processing Invoices, and Administrative Policy 200.3: Purchasing

Commissioner Eaton made a motion to approve Administrative Policy 200.10: Internal Cash Controls, Administrative Policy 200.8: Processing Invoices, and Administrative Policy 200.3: Purchasing, seconded by Commissioner Grada.

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

h. Action on Welsh Park Renovation Project Contractor

Commissioner Eaton made a motion to authorize staff to enter into a contract with Irving Construction as the lowest responsive and responsible bidder for the renovation of Welsh Park in the amount of \$726,931, seconded by Commissioner Holiday.

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

i. Action on Accounting Software

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

seconded by Commissioner Eaton.

This item was briefly discussed. Commissioner Grada then stated that he wanted to withdraw the motion so that further information could be presented to the board. There being no objection, the motion was withdrawn.

No action was taken.

j. Action on Ordinance 20-05 Annexation of Property

Commissioner Grada made a motion to approve Ordinance 20-05: Annexation of Property, seconded by Commissioner Eaton.

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

k. Action on Hopkins Pool Analysis Contractor

Commissioner Eaton made a motion to authorize the Executive Director enter into a contract with Larson & Darby for Hopkins Pool Analysis, seconded by Commissioner Krmeneč.

Commissioner Krmeneč asked where the additional money will be coming from for the unforeseen budgeted amount of \$20,000 for the study, since staff indicated that the money would come from savings from the purchase of new District-hosted accounting software. The accounting software decision has not been made, so this is unknown. Commissioners Holiday and Grada both asked when have we done these studies in the past. Executive Director Doll stated the analysis in 2008 did not make recommendations as to renovate vs. build new. This proposal will take the next steps.

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

VII. Financial Reports

a. Action on Invoices for Payment

Commissioner Eaton made a motion to approve paid invoices from June and July in the amount of \$357,841.82, seconded by Commissioner Grada.

Commissioner Krmeneč inquired about the cost of the Comcast bill at Buena Vista as well as the advertising money we spent in Sterling/Dixon and a need to track the return on investment.

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

- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. FOIA Report**
- f. Budget/Actual Report**

VIII. Strategic Plan Update Report

IX. Executive Session

a. 2(c)1 Personnel

Commissioner Grada made a motion to go into executive session under 2(c)1 Personnel and 2(c)21 Review Closed Meeting Minutes, seconded by Commissioner Eaton. Motion carried by voice vote.

X. Reconvene Open Meeting

The open meeting reconvened at 10:24 pm

XI. Action on Resolution 20-07: A Resolution to Release Closed Session Minutes and Destroy Audio Recordings of Closed Session Minutes

Commissioner Krmenek made a motion to approve Resolution 20-07, seconded by Commissioner Eaton.

Motion carried by roll call vote. Aye: Eaton, Krmenek, Holliday, Young. Nay: None. Absent: Grada None. (4-0-1)

XII. Adjourn Public Meeting

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

Meeting adjourned at 10:29 pm.