

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**August 15, 2019**  
**Ellwood House Visitors Center**  
**509 N. 1<sup>st</sup> Street, 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 Operations Scott deOliveira, Accounting & Administrative Assistant Jennifer Anderson, Recreation Office Coordinator Wendy Hayes, and Park Maintenance and Special Projects Team Leader Dave Kessen,

**II. Action on the Agenda**

Commissioner Krmeneč made a motion to amend the agenda to include IX. b. Personnel 2(c)1, seconded by Commissioner Holliday. 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 of July 11, 2019
- b. Public Meeting of July 16, 2019
- c. Public Meeting of July 18, 2019
- d. Public Meeting of July 30, 2019
- e. Executive Session Minutes of July 11, 2019

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

**IV. Public Comments**

Sarah Slavenas spoke during public comment about her experience with District staff over the phone after her submission of a FOIA request.

## **V. Old Business**

### **VI. New Business**

#### **a. Eagle Scout Project Discussion**

Mat Emken, Superintendent of Parks & Development, presented prospective Eagle Scout, Aiden Bengford, who described his Eagle Scout project..

Mr. Bengford plans to set up a box for gloves and hats at two locations, one being the new sledding hill and the other at a second location yet to be determined. These boxes would allow people who need them to get a pair of gloves or a hat. President Young wanted to know what the maintenance would be for the box. Mr. Bengford responded that he would be using a wood resistant to the elements, adding that his hopes are for the box to be restocked by the community. Commissioner Holliday asked what the measurements of the box would be and how it might be anchored. Mr. Bengford confirmed that the box would be 16” in width, 18” in height and 14” in depth. The box will be set on a 4x4 piece of wood and set in concrete.

#### **b. Discussion of 1151 S. Fourth St Project**

Director Amy Doll presented that the City of Dekalb owns the lot at 1151 S. Fourth Street, previously known as the Protano’s lot. There is a joint effort led by Dan Kenney from the Dekalb County Community Gardens to help clean up and restore the land. Michael Embrey is also working with him to make this a collaborative partnership. The plan in place is to re-seed the land with prairie grass. The District is being asked to create a sign to honor the American farmer that has served in the military. The American Legion board met and were in favor of this plan. The cost to the District would be approximately \$2,000 if the District were to provide a sign.

President Young inquired about the signage requirements and whether the Park District has previously installed signs on any land not owned by the District. He asked if a soil assessment or an intergovernmental agreement would be needed. Director Doll will follow-up. Commissioner Holliday believed there could be no District equipment on another entity’s property. Director Doll stated that the District has no formal policy adopted. Commissioner Krmenek believes the site is classified as a brown field. She does not see the NFR (No Further Remediation letter) and to her, it is still a contaminated site. She also has concerns about the District committing monies to put signs on properties that we do not own. Commissioner Grada thought if no soil would be disturbed then it is not an issue. He also mentioned there should be some surface cleanup between herbicide and

planting. Director Doll advised she would pass the District questions to the City and Dan Kenney.

**c. Discussion of Native Grassland Restoration Projects**

Mark Eddington, District Manager at the Kishwaukee Water Reclamation District, presented the KWRD's experience with native grasslands. KWRD recently finished converting about three acres of mowed grass to native prairie and flowers. KWRD worked with Encapto apply the herbicide. Their cost was about \$600/acre for herbicide and \$250/acre to have the planted seed mix installed. The KWRD purchased the seed and it was installed by the DeKalb County Soil and Water Conservation District. The first three years require a lot of maintenance, but they have had a positive response from the community. Their long-term plan is to convert a lot more of their turf grass areas to this and ideally reduce most of their grass mowing.

Commissioner Krmenek stated she went on the watershed tour and the native grassland was very impressive. President Young inquired about the longevity and lifespan. KWRD maintenance intern said there was annual maintenance. The first three years are an uphill battle against weeds and invasives, but most of the seeds are perennials. Year four will require that the piece of land be divided up into two parts and alternate either burning or mowing. Alternating will allow some habitat to remain; reseeding is generally not an issue. Even if you mow a portion, there is still seed bank remaining in the soil. President Young wanted to know the significance of burning. The KWRD intern stated that deep roots absorb nutrients. Burning deposits the nutrients for the next cycle of plants and helps with weeds.

Mr. Eddington said KWRD intends to implement more native grasslands and would like to partner with the District. Commissioner Grada stated KWRD's efforts are looking good and noted a native grassland initiative has been in the capital budget for the past two cycles but cut before final adoption. He would love to see a project like this to go through.

**d. Discussion of Impact Fees**

Director Doll reviewed the background information on impact fees being owed from new development as a City of DeKalb ordinance. City staff originally believed that impact fees would be triggered for the Cornerstone project. There has been subsequent turnover at the City and current city staff believe there will not be impact fees.

City Manager Bill Nicklas gave a handout of an email to Director Doll. Mr. Nicklas said that Ms. Doll approached his office in early May about the Cornerstone impact fees; he was surprised as he thought the issue was resolved. Mr. Nicklas indicated that the question is whether impact fees in DeKalb are tied to redevelopment with a parcel that once was commercial or mixed-use property;

he believes that in DeKalb, they are not. The original focus of the ordinance had been on residential subdivisions and the impact of many children becoming very challenging to the District.

Commissioner Eaton recused himself from the discussion as he is an employee of the City. Commissioner Krmeneč stated that as the City sees that there had been large developments in the past to much smaller or almost none now,, she thinks it might be worthwhile for City to revisit this topic. Mr. Nicklas mentioned there is a fundamental shift of how downtown property is being developed with store fronts on the first level and residential apartments above. President Young questioned if developers (condos/townhomes) would have to pay impact fees to City and other taxing bodies. Mr. Nicklas said the Kishwaukee Water Reclamation District, School District #428 and City have all waived their impact fees in the past several years. The Park District Board can decide whether they will waive their own impact fees. Director Doll stated that the Board had this discussion at a board meeting about two years ago and that at that time the impact fees being waived were for subdivisions that were already platted. The District received land in those subdivisions so there are no further impact fees to be waived in those subdivisions. There has been no further discussion on whether to waive. Mr. Nicklas said the City will continue to waive the City impact fees.

**e. Discussion of IGA with City of DeKalb for Transfer of Nehring Building**

Director Doll continued the conversation from the board meeting in July where the Board approved a resolution of intent to transfer the Nehring building to the City of DeKalb. The inter-governmental agreement states that the façade will remain unchanged and includes language to permit the District purchase back the building for \$1.00.

President Young reviewed this IGA with the District's attorney. If the Board makes any changes, there will need to be a brand new IGA since the City has already approved the IGA. Commissioner Krmeneč was concerned about the language in the contract and wanted to add a provision where the City cannot raze the building for 25 years. President Young wanted to confirm that buying the building back for \$1.00 is in the contract indefinitely. Director Doll confirmed as such. Commissioner Holliday noted the Board has been talking about this for two to three months, that the City is ready to move, and he believes it is time to approve it.

City Manager Bill Nicklas stated he is not opposed to the 25-year deed restriction and is pleased to work with the Board and Park District on this matter. He stated it is possible for the Board to vote on the IGA, then he can bring it back to City for approval..

**f. Discussion of District's Fund with the DeKalb County Community Foundation**

Director Doll presented that the District established an account with the DeKalb County Community Foundation in 2010 with an opening balance of \$10,000. The current balance is \$50,901.53. The fund was established with excess district scholarship fundraising. The fund was initially set up as an Endowment Fund, but actual language said the board had a right to remove funds at any time, which does not make it a true endowment. In 2016, the Board worked with Dan Templin to rename the account. One of the District's key strategies is to improve financial sustainability.

President Young questioned whether it would be better to do this ourselves rather than using a fund. Director Doll said this setup allows the District to utilize the DCCF's 501(c)3 status and investment practices while doing our own fundraising. Commissioner Krmeneč inquired about the current fees charges, average rate of investment return for the last five years, and how many funds DCCF is currently managing. She believes it would be a good to compare that DCCF does to what we would do ourselves. Commissioner Krmeneč said she would like to see some hard numbers and comparisons and we need to have a plan.

**g. Action on Administrative Policy 200.17: Investment Policy**

Commissioner Grada made a motion to approve updated Administrative Policy 200.17: Investment Policy, seconded by Commissioner Holliday.

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

**h. Action on Paving Bid**

Commissioner Krmeneč made a motion to approve the base bid and alternates 1 and 2 from Curran Contracting for paving and sealcoating in the amount of \$353,818.59, seconded by Commissioner Eaton.

Mat Emken, Superintendent of Parks & Development, presented that eight contractors requested bid documents and two provided bids. Staff recommends Curran Contracting who came in at 15% under the engineer's estimate.

Commissioner Krmeneč wanted to confirm that there was not an error in the excavating bid of \$0.01 versus the engineer's estimate of \$30.00 per unit. Mr. Emken confirmed that bid was correct.

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

**i. Action on Nature Trail Bid**

Commissioner Grada made a motion to accept the base bid of \$39,746.00 and three-year maintenance agreement in the amount of \$22,050.00 from Encap Inc., seconded by Commissioner Eaton.

Mat Emken, Superintendent of Parks & Development, presented information on Phase 2 of the Nature Trail Restoration. Three companies attended the required pre-bid meeting and one company bid, Encap. Staff recommends accepting the bid as the District has worked with Encap for Phase 1. They are a local company and have provided great service to the District.

President Young verified that staff will be on-site during the work. Mr. Emken stated staff would be on-site to meet Encap and then check-in throughout the day. He also stated staff would post the project information on the website, on social media and have signage posted on the trail. Commissioner Krmenek believes the District should notify all the residents in the area. She believes an education process would achieve less pushback. President Young advised that the District has done many things to educate public with little attendance. He did not want to make this one project a special circumstance and indicated the project has been delayed and ongoing for five plus years. Commissioner Grada added that the District has emails for the people who have attended the meetings and they should receive notification.

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

**j. Action on Alcohol Permit for Benefit Concert on August 21**

Commissioner Grada made a motion to approve an Alcohol Permit for Alcohol Sales at the Benefit Concert in Hopkins Park on August 21 pending the securing of a City Alcohol Catering Permit, seconded by Commissioner Eaton.

Director Doll communicated that Fun ME Events is holding a benefit concert on August 21 to raise funds for those affected by the recent apartment fires in DeKalb and Sycamore. There will be five bands and the concert will begin at 6 p.m.

Michael Embrey presented that he is trying to create a positive environment, and that both Sycamore and DeKalb have their Mayors coming as well as their Fire Chiefs. Director Doll advised the Board that the District would not pay for the alcohol permit.

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

## **VII. Financial Reports**

### **a. Action on Invoices for Payment**

Commissioner Grada made a motion to approve payment from July and August invoices in the amount of \$229,744.32, seconded by Commissioner Eaton.

Commissioner Krmenec wanted to verify that the two credits were changed and make sure the total amount being approved was the same. Director Doll responded that one was mistyped in the description; it was not in fact a credit. The other credit was changed.

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

### **b. Monthly Financial Summary**

### **c. IT Summary**

### **d. Board & Staff Travel Expense Summary**

### **e. Budget/Actual Report**

## **VIII. Strategic Plan Update Report**

## **IX. Executive Session**

Commissioner Eaton made a motion to go into executive session under 2(c)2, collective bargaining matters and 2(c)1 personnel, seconded by Commissioner Holliday. Motion carried by voice vote.

Meeting closed to the public at 7:41 pm.

## **X. Reconvene Open Meeting**

Meeting reconvened at 8:10 pm.

## **XI. Adjourn Public Meeting**

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

Meeting adjourned at 8:10 p.m.