

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
May 16, 2019
Ellwood House Visitor's Center
509 N. 1st Street, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 6:03 p.m.

Board members present: President Phil Young, Commissioner Gail Krmenech, and Commissioner Dean Holliday. Commissioner Dag Grada arrived at 6:17 p.m.

Staff Members Present: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Marketing & Golf Operations Scott deOliveira, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Emily Bidstrup, and Parks Maintenance & Special Projects Team Leader Dave Kessen.

II. Action on the Agenda

Commissioner Krmenech made a motion to move Item III, Consent Agenda, to Item IX, and to add an item to the Executive Session, Setting a Price for Sale or Lease of Real Estate 2(c)6, seconded by Commissioner Holliday. Motion carried by voice vote.

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

III. Consent Agenda

- a. Public Meeting of April 4, 2019**
- b. Public Meeting of April 18, 2019**
- c. Executive Session of April 18, 2019**

IV. Public Comments

None

V. Old Business

- a. Action to Approve Ordinance 19-03: Amendment to the Budget and Appropriation Ordinance for Fiscal Year March 1, 2018 to February 28, 2019**

Commissioner Krmeneč made a motion to approve Ordinance 19-03: Amended Budget & Appropriation Ordinance for the Fiscal Year March 1, 2018 through February 28, 2019, seconded by Commissioner Holliday.

Motion carried by roll call vote. Aye: Krmeneč, Holliday, Young. Nay: None. Absent: Grada. (3-0-1)

b. Discussion of RFP for Golf Operational Analysis

Amy Doll, Executive Director, talked about the updated Golf Operational Analysis RFP. The goal with the RFP is to have a report that allows the District to find direction, and make decisions, about the future of the golf courses. Commissioner Krmeneč mentioned the timeline and wondered if 3 weeks was enough time for vendors to prepare an RFP. She also wondered if the chosen vendor would have enough time to analyze the courses according given the deadline for completion. Ms. Doll stated that she would like to be able to make changes before next season and before the budget process begins in October. Commissioner Holliday wondered if any suggested changes would be implemented in 2019.

VI. New Business

a. Discussion on Appointing Commissioner to Fill Board Vacancy

President Young suggested two options for filling the vacant Commissioner seat. With option one, the Board would appoint someone who has been a DeKalb resident for at least a year. With option two, staff would advertise the vacancy, interview candidates in Executive Sessions and appoint someone after the interviews. Based on interaction and comments he has heard from the public, he suggested option two. Commissioner Holliday wondered if someone would be appointed if no applications are received. President Young stated he has heard there has been interest, so he would hope those interested would apply.

b. Action on Contract with Tivity for Silver Sneakers Program

Commissioner Krmeneč made a motion to authorize the Executive Director to sign the contract with Tivity Health for the Silver Sneakers program through December 31, 2020, seconded by Commissioner Holliday.

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

c. Action on Program Guide Printing Vendor

Commissioner Krmeneč made a motion to authorize the Executive Director to accept the proposal from Castle PrinTech for one-year of program guide printing services, seconded by Commissioner Holliday.

President Young asked how many program guides will be printed for the amount quoted from Castle PrinTech. Scott deOliveira, Superintendent of Marketing & Golf, stated 18,500. President Young wondered if that number was the amount

usually printed. Mr. deOliveira said 19,000 are usually printed. President Young asked if the mailing list ever gets updated. Mr. deOliveira stated that every household with the zip code 60115 receive a program guide but he has started to put them in doctors' offices and businesses around town. President Young suggested dropping them off at the NIU dorms. Commissioner Krmeneč wondered if the District partnered with family service agencies in the area and asked staff to look into it. Commissioner Holliday wondered if there was a reason staff were only signing a one-year contract. Ms. Doll stated the District is prohibited from entering into contracts that are longer than one year.

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

d. Action on Authorization of DeKalb Rotary Concessions at Movies in the Park

Commissioner Grada made a motion to authorize the DeKalb Rotary Club to sell concessions at Movies in the Park, seconded by Commissioner Krmeneč.

Commissioner Holliday asked if Rotary would be selling concessions at Hopkins Pool. Ms. Doll stated no.

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

e. Action on Alcohol Permit for Music at the Mansion

Commissioner Krmeneč made a motion to approve an alcohol permit for alcohol sales at Music at the Mansion pending the securement of a City Alcohol Catering Permit, seconded by Commissioner Holliday.

President Young asked how many years the Music at the Mansion events have been held at the Ellwood House. Ms. Doll stated this was the third year. Commissioner Grada wondered if the District was generating income. Ms. Doll stated no because the event is not even a District event. Commissioner Grada then asked if the Ellwood Association was profiting from it. Ms. Doll didn't believe they had yet, but there is potential for the future.

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

f. Action on Alcohol Permit for Greekfest

Commissioner Holliday made a motion to approve an alcohol permit for alcohol sales at Greekfest pending the securement of a City Alcohol Catering Permit, seconded by Commissioner Krmeneč.

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

g. Action on Facility Maintenance I Job Description

Commissioner Krmeneč made a motion to approve the Facility Maintenance 1 job description, seconded by Commissioner Holliday.

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

h. Action on Personnel Policy 1.17

Commissioner Krmeneč made a motion to approve changes to Personnel Policy 1.17, seconded by Commissioner Holliday.

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

i. Action on Authorization to Fill Facility Maintenance I Position

Commissioner Grada made a motion to authorize the Superintendent of Parks and Development to fill the Facility Maintenance 1 position, seconded by Commissioner Krmeneč.

President Young asked when staff anticipated someone might be starting. Mat Emken, Superintendent of Parks, assumed within the next couple of weeks. Commissioner Holliday asked if there had been any interest. Commissioner Krmeneč asked where the position would be posted. She also wondered if any professional trade organizations were approached and suggested reaching out to be proactive in soliciting qualified candidates.

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

j. Action on Administrative Policy 200.21: Policy on Succession

Commissioner Krmeneč made a motion to approve Administrative Policy 200.21: Policy on Succession, seconded by Commissioner Holliday.

Ms. Doll reminded the Board that a clearer policy on Succession needed to be adopted. Commissioner Krmeneč was concerned with the part of the proposed policy that allows the Superintendents to appoint a successor in the absence of the Executive Director, she believed that it should be the Executive Director that decides who to appoint. President Young wondered if the person appointed would be acting at the Superintendent or Executive Director level. Since there were a lot of unanswered questions, President Young suggested tabling the vote. After voiced approval from the Board, the vote was tabled.

k. Action on Authorization of Installation of a Born Learning Trail by the United Way

Commissioner Krmeneč made a motion to approve the installation of a Born Learning Trail by the Kishwaukee United Way at Lions Park, seconded by Commissioner Grada.

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

I. Action on Ordinance 19-05: Surplus Item Declaration

Commissioner Grada made a motion to approve Ordinance 19-05 for the disposal of surplus items, seconded by Commissioner Krmeneć.

Mr. Emken listed the items that were to be declared surplus. Commissioner Holliday asked if the items were being auctioned.

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

m. Action on Items Over \$10,000:

i. Park Lighting Upgrades

Commissioner Krmeneć made a motion to approve the quote from Crescent Electric in the amount of \$22,282.11 for the purchase of 18 park lighting fixtures, seconded by Commissioner Holliday.

Mr. Emken advised that staff have been replacing path lighting since 2013 and continue to replace with energy efficient LED dark sky compliant units. The District will receive a \$600 efficiency grant reimbursement with ComEd. Commissioner Holliday asked about the current pole spacing and with the bulb changes, he did not want to there to be any dark spots in the parks. Mr. Emken stated that in terms of brightness, there is very little difference between the old bulbs and the new bulbs. President Young asked for information that could tell the Board what changes the public might see after the upgrades. He supported the energy efficiency of such upgrades but does not want to see this done at the expense of safety. Commissioner Krmeneć asked what the park hours were and since no one should be in the park at night, she didn't think the changes should affect the public. President Young commented that some of the park lights are on at night since they also cover city sidewalks.

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

ii. Fireworks

Commissioner Grada made a motion to authorize the Executive Director to sign the contract with RKM Fireworks Company in the amount of \$14,000 for 4th of July 2019 Fireworks display, seconded by Commissioner Krmeneć.

Greg Bruggeman, Superintendent of Recreation, advised that the 2019 fireworks show will be approximately 18 minutes with a 3-minute finale. The cost is \$14,000 and \$7,000 will be reimbursed by the City of DeKalb. Commissioner Krmeneć wondered if the contract is a renewal. Mr. Bruggeman stated that the District went out to bid several years ago but have continued a great relationship

with RKM. He anticipated going out to bid in the fall. Commissioner Krmeneč remembered that the District could not sign a contract for more than one-year and wondered why this was different. Ms. Doll advised that the District is not permitted to sign a contract longer than one-year, but is able to renew the contract on an annual basis.

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

n. Action on Ratify Tax Objection Settlement Agreement

Commissioner Grada made a motion to ratify the Tax Objection Settlement Agreement with 1020 West LLC, et al., seconded by Commissioner Krmeneč.

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

VII. Financial Reports

- a. Action on Invoices for Payment**
- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. Budget/Actual Report**

Commissioner Grada made a motion to approve payment for May open invoices in the amount of \$59,252.96 and to approve paid invoices from April and May in the amount of \$126,806.52, seconded by Commissioner Holliday.

Commissioner Holliday wondered why there was payment for multiple cell phones listed. Commissioner Krmeneč asked if all of the Superintendents were issued a cell phone. Ms. Doll advised that staff are issued cell phones, or given stipends to use their own phones, depending on their position. Commissioner Krmeneč asked if there had been a cost comparison done. Ms. Doll said yes. President Young inquired about an invoice paid to Mardi Gras Lanes for a staff bowling event. Ms. Doll advised that the event included a staff meeting, food and bowling. President Young asked if it was work related. Commissioner Krmeneč wondered how it could be work related. Ms. Doll said the first half of the event was a staff meeting. Commissioner Krmeneč was very concerned about spending taxpayers' dollars on staff entertainment and would like to see it stopped. President Young was concerned with the invoice for PRO's Consulting for the Strategic Plan. He was not happy to see a final invoice from them, based upon the quality of work they provided the District for the Strategic Plan Report. Commissioner Krmeneč noticed the aquatic expenses were almost doubled from this time last year and wondered why.

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

VIII. Strategic Plan Update Report

Ms. Doll advised that the meeting was the first-time updates about the Strategic Plan were listed as an agenda item. She asked the Board what kind of updates they would like to see. Commissioner Krmeneč said she was a data driven person and likes to see

facts, figures and supporting documents. She requested to see what accomplishments have been made.

IX. Consent Agenda

- d. Public Meeting of April 4, 2019**
- e. Public Meeting of April 18, 2019**
- f. Executive Session of April 18, 2019**

Commissioner Grada made a motion to approve the consent agenda, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Young. Nay: None. Abstain: Krmenech. Absent: None. (3-0-0-1)

X. Executive Session

Commissioner Krmenech made a motion to go into closed session for the purpose of Personnel 2(c)1 and Setting a Price for Sale or Lease of Real Estate 2(c)6, seconded by Commissioner Holliday. Motion carried by voice vote.

Meeting closed to the public at 7:19 p.m.

XI. Reconvene Open Meeting

Meeting reconvened at 8:48 p.m.

XII. Adjourn Public Meeting

Commissioner Grada made a motion to adjourn the public meeting, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Krmenech, Grada, Holliday, Young. Nay: None. Absent: None. (4-0-0)

Meeting adjourned at 8:48 p.m.