

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
January 22, 2020
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 6:02 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, Accounting & Administrative Assistant Jennifer Anderson, Team Leader David Kessen, Digital Media and Marketing Specialist Katherine McLaughlin.

II. Action on the Agenda

Commissioner Eaton made a motion to approve the agenda, seconded by Commissioner Krmeneč. 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 December 5, 2019
- b. Public Hearing of December 19, 2019
- c. Public Meeting of December 19, 2019
- d. Executive Session of December 5, 2019

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

IV. Public Comments

President Young welcomed Troop 4 from the Boy Scouts who are in attendance to earn their merit badge.

V. Old Business

VI. New Business

- a. **Discussion of Changes to the Illinois Workplace Transparency Act**

Director Doll stated that effective January 1, 2020, the Illinois Workplace Transparency Act (WTA) amends the Illinois State Officials and Employees Ethics Act regarding local government entities' obligation with respect to discrimination and harassment. The WTA now requires local government entities to adopt a resolution in order to provide a mechanism for reporting and conducting of an independent review for allegations made by an elected official against another elected official. In response, Ancel Glink has prepared a resolution to comply with this new amendment. The law requires that this update be made by February 9, 2020.

b. Discussion of Proposed Changed to Personnel Policy 4-13: Policy on Victims' Economic Security and Safety Act (VESSA)

Director Doll stated that effective January 1, 2020, the Illinois Workplace Transparency Act (WTA) amends certain portions of the Illinois Victims' Economic Security and Safety Act (VESSA). The WTA now expands VESSA to protect victims of "gender violence". Further, VESSA now covers not only victims of actual violence but also those under a perceived threat of violence based on gender. As a result, staff have revised Personnel Policy 4-13 (VESSA) to comply with the new amendment, which has been reviewed and recommended by Ancel Glink. The law requires that this updated be made by February 9, 2020.

c. Action on Tentative Budget for Fiscal Year 2021

Commissioner Grada made a motion to direct staff to post for public inspection Ordinance 20-02: Budget & Appropriation Ordinance for FY 2021, seconded by Commissioner Eaton.

President Young confirmed the staff and Board can make adjustments to the budget within the 30 days it is on display. Ms. Collins confirmed. It is good practice to start fiscal year with the budget approved. Commissioner Eaton asked about the deadline for the approved budget. Ms. Collins responded within the first quarter of the fiscal year.

Commissioner Krmenech questioned why the amount budgeted for River Heights paving capital project decreased by \$170,450. Ms. Collins explained that the project increased by \$170,450 to a total of \$356,105. It had previously been the lower amount for the 5-foot path; however, staff were concerned if the board chose the larger 8.5-foot path, there would not be enough budgeted. President Young noted that if the District does not spend it, then it can be used for other golf projects.

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

d. Action on Golf Daily Rates and Memberships for 2020

Commissioner Grada made a motion to approve the Golf Membership rates and Daily Greens Fees Rates for FY2021, seconded by Commissioner Eaton.

Commissioner Holliday noted that the numbers seemed to be in line with the competition.

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

e. Authorization to Bid Phase I of the Buena Vista Irrigation Project

Commissioner Grada made a motion to authorize staff to bid phase 1 of the Buena Vista Irrigation project and allow ComEd to proceed with electrical upgrades, seconded by Commissioner Krmeneč.

President Young asked if the District had funded some of it last year with the project continuing to this year. Mr. Emken stated that the amount budgeted this fiscal year will roll over to the upcoming year. This project is strictly for pumps and controls. Commissioner Krmeneč asked if commencement of work would start March 2. Mr. Emken stated ComEd can start the electrical work per their schedule in the next month and the work on the pump would begin March 2 or shortly thereafter.

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

f. Action on Ordinance 20-01: An Ordinance Declaring as Surplus and Authorizing the Sale or Other Conveyance or Disposal of Surplus Personal Property of the DeKalb Park District, DeKalb County, Illinois

Commissioner Grada made a motion to approve Ordinance 20-01: An Ordinance Declaring as Surplus and Authorizing the Sale or Other Conveyance or Disposal of Surplus Personal Property of the DeKalb Park District, DeKalb County, Illinois, seconded by Commissioner Eaton.

President Young confirmed the District will retain nothing from this list. Commissioner Eaton inquired what happened to the 2015 John Deere mower. Mr. Emken responded this is a scheduled replacement due to high mowing hours. Commissioner Krmeneč expressed concern about getting rid of the bunker rake if staff to not have something to replace it. Mr. Emken stated staff have other equipment available.

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

g. Action on Marketing Coordinator Job Description and Authorization to Fill

Marketing Coordinator Position

Commissioner Grada made a motion to Approve the Marketing Coordinator Job Description and Authorize Staff to Fill the Marketing Coordinator Position, seconded by Commissioner Holliday.

Commissioner Holliday asked if the position would report to the Superintendent of Recreation. Ms. Doll stated yes, that is the proposal, but the position will be responsible for marketing and communications for the entire District. The expectation would be to attend the recreation and golf weekly meetings. Commissioner Krmenek said at the last meeting there were three commissioners who felt this position should report to the Executive Director, specifically because this is for the entire District. Commissioner Eaton concurred with Commissioner Krmenek. President Young agreed with the statement from the board and said he could go either way. Commissioner Holliday stated it should not make any difference where they are located. Commissioner Grada said he would defer to staff on this decision. If it looks like its not working, we can try to make it work better. Commissioner Krmenek added that she was in favor of the position but does not agree on the structure. President Young noted that he trusted that the staff would work together in the best interests of the District and trusts that the Superintendent of Recreation would work with all divisions, including golf.

Motion carried by roll call vote. Aye: Grada, Holliday, Young. Nay: Eaton, Krmenek. Absent: None. (3-2-0)

h. Action on Mechanic Job Description and Authorization to Fill Mechanic Position

Commissioner Grada made a motion to Approve the Mechanic Job Description and Authorize Staff to Fill the Mechanic Position, seconded by Commissioner Eaton.

President Young asked how this position has been budgeted in the past. Ms. Doll stated it has been moved around in varying amounts from parks to golf. President Young asked what the biggest need in the District is right now. Based on this season and the timing, there will be more work being done in golf. He also asked how the time would be juggled if there are needs at both places. Mr. Emken said the position will need to be flexible and put out the biggest fire first. Commissioner Krmenek noted the recommendation came out of Golf Advisory Committee and Billy Casper report, and she believes we should recognize that with this position reporting to golf. Commissioner Eaton concurred that golf should be the priority. President Young stated that the Golf Advisory Committee and Billy Casper report are not there to make decisions on behalf of the board, they are there to only make recommendations to the Board. Commissioner Holliday noted that there have been discussions about the need for a Mechanic

before the District received the Billy Casper report of the Golf Advisory Committee began meeting.

Commissioner Krmeneč made a motion that the Mechanic Job Description be changed to reflect that the Mechanic report to the Superintendent of Golf instead of the Superintendent of Parks & Recreation, seconded by Commissioner Eaton.

President Young said this position would give a jolt of energy to golf with the caveat that this person will work for the parks division as well. The Board can re-evaluate in one year. Commissioner Grada had concern with this change as we do not currently have Superintendent of Golf. Further, the Superintendent of Parks is more capable of supervising this position because he has more knowledge of this area.

Motion on the change to the proposed job description carried by roll call vote. Aye: Eaton, Krmeneč, Holliday, Young. Nay: Grada. Absent: None. (4-1-0)

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

i. Action on Golf Clubhouse and Terrace Room Manager Job Description and Authorization to Fill Golf Clubhouse and Terrace Room Position

Commissioner Grada made a motion to Approve the Golf Clubhouse and Terrace Room Manager Job Description and Authorize Staff to Fill the Golf Clubhouse and Terrace Room Manager Position, seconded by Commissioner Eaton.

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

j. Action on Facilities Maintenance II Job Description

Commissioner Grada made a motion to Approve the Facilities Maintenance II Job Description, seconded by Commissioner Eaton.

Commissioner Eaton asked staff to review the responsibilities for the position. Ms. Doll responded that the position includes facility upkeep, HVAC, minor electrical, and pool preparation and maintenance. Commissioner Holliday asked if this is this the apprentice position. Ms. Doll responded yes. Commissioner Krmeneč confirmed this person is being moved into Facilities Level 2 without any competition. She stated she is uncomfortable with not filling the Team Leader position as she would like to see someone at the higher level. She also does not agree with re-classifying positions without staff having to apply and compete with the public for the position.

President Young asked if it is staff's belief that one person can do this position that used to be two. Ms. Doll responded that when the individual responsible for facilities was first at the District, the employee did that position by himself. With anticipation of the employee's retirement, the apprentice position was formed to learn alongside the Team Leader. A seasonal staff is budgeted to aid during the pool season. Commissioner Holliday asked if the apprentice left today, would we still advertise for a Facilities Maintenance 2. Mr. Emken responded yes. Commissioner Eaton asked if there is enough work for two people. Ms. Doll stated that yes, there would always be capacity for adding additional staff even if there isn't always the funding available.

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

k. Authorization to Fill Golf Maintenance Superintendent Position

Commissioner Grada made a motion to Authorize the Staff to Fill the Golf Maintenance Superintendent Position, seconded by Commissioner Eaton.

Commissioner Krmenech asked if the new Superintendent of Golf would be hiring this person. Ms. Doll said yes.

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

l. Action on Changes to Personnel Policy 1-17: Policy on Grade and Salary Schedule

Commissioner Grada made a motion to Approve the Revised Personnel Policy 1-17 on Grade and Salary Schedule, seconded by Commissioner Eaton.

Commissioner Krmenech stated again that she disagreed with re-classifying positions.

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

m. Action on Travel, Meals & Lodging Forms for Staff

Commissioner Grada made a motion to approve Travel, Meals & Lodging Forms for Staff, seconded by Commissioner Krmenech.

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

VII. Financial Reports

a. Action on Invoices for Payment

Commissioner Grada made a motion to approve paid invoices from December and January in the amount of \$232,898.94, seconded by Commissioner Eaton.

Commissioner Krmeneč noted we spent Park District money on a holiday party for staff and Board. She does not think we should spend taxpayer dollars on our staff. President Young said he would prefer future events be held on Park District property.

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

b. Other Financial Reports

VIII. Strategic Plan Update Report

Commissioner Krmeneč said we should recognize karate as one of the best programs in the community, as it was awarded a People's Choice award for DeKalb County for the best martial arts program.

IX. Adjourn Public Meeting

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

Meeting adjourned at 7:24 p.m.