

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
July 18, 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 6:00 p.m.

Roll Call

Board members present: President Phil Young, Commissioner Gail A. Krmenech, and Commissioner Dag Grada. Commissioner Dean Holliday arrived at 6:15 p.m.

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 & Golf Operations Scott deOliveira, Recreation Supervisor Rachel Schmit, Recreation Office Coordinator Wendy Hayes, and Facilities Team Leader Michael Mascal.

II. Action on the Agenda

Commissioner Krmenech made a motion to approve the agenda, seconded by Commissioner Grada. 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 June 20, 2019
- b. Executive Session Minutes of June 20, 2019

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

IV. Public Comments

V. Appointment of New Commissioner

Doug Eaton was sworn in at 6:04 p.m. by Commissioner Krmenech.

VI. Old Business

a. Action on Resolution 19-06: Declaring Intent to Transfer Nehring Building to City of DeKalb

Commissioner Krmenech made a motion to approve Resolution 19-06: Declaring Intent to Transfer Nehring Building to City of DeKalb, seconded by Commissioner Grada.

Executive Director Doll reviewed the resolution and memo with the Board, indicating that language had been added to the resolution that the intergovernmental agreement would be created with board input and that it would be presented to the board of commissioners for final approval. Specifically, Director Doll said there will be language that the city will not sell the building and keep the historical nature of the building. There will be restrictions on razing the building or renting it out to someone else for a specified number of years.

Commissioner Krmenech would like to do some research regarding what is reasonable regarding the length of years the City shall be required to keep the property, so that we honor Mrs. Nehring's gift.

Commissioner Eaton indicated that he would be abstaining from the vote as he is an employee of the City of DeKalb.

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

VII. New Business

a. Introduce Jennifer Anderson, Accounting & Administrative Assistant

Superintendent Collins introduced Jennifer Johnson as the new Accounting & Administrative Assistant. Jenny will officially start with the Park District on Monday, July 29th.

b. Audit Presentation

Brian LeFevre from Sikich present the CAFR and advised that the DeKalb Park District received the Certificate of Achievement for Excellence in Financial Reporting Award for the 24th consecutive year. He stated that the audit went well, and that district staff were professional. He expressed concern with the continued transfers from the general fund to the golf fund. He indicated that this is an industry concern, not just a DeKalb Park District concern. However, he recommended that the Board continue discussions about operations and adjust as needed. President Young asked if transferring the money amongst funds was the

best practice in this situation. Mr. LeFevre said this is absolutely the recommended practice to handle the annual golf and aquatics operating deficits.

c. Action to Accept the CAFR

Commissioner Grada made a motion to accept the Comprehensive Annual Financial Report for the fiscal year ending February 28, 2019, seconded by Commissioner Eaton.

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

d. Action on Resolution 19-03: Funds Transfer from General to Golf and Recreation to Hopkins Pool

Commissioner Krmeneč made a motion to approve Resolution 19-03 to transfer \$19,791.69 from the Recreation Fund to the Aquatics Fund and to transfer \$150,473.06 from the General Fund to Golf Fund, seconded by Commissioner Grada.

Superintendent Collins explained that, as Mr. LeFevre discussed in the audit presentation, the Aquatics and Golf funds operated at a loss for fiscal year ended February 28, 2019. The included resolution would permanently transfer the funds from the General and Recreation funds into the Golf and Aquatics funds.

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

e. Discussion of Administrative Policy 200.17: Investment Policy

Superintendent Collins presented Administrative Policy 200.17: Investment Policy to the board, indicating that wording has been added to permit unrated park district general obligation bonds as an authorized investment. Ms. Collins indicated that the decision to buy the bonds would be brought to the board each fall before the issuance. The Board has discussed this policy for several months. Ms. Collins stated that it appears the policy has not been updated since October 2007 but should be reviewed by the Board annually. Moving forward, staff will bring the investment policy to the board at the same meeting as the audit presentation.

Commissioner Krmeneč expressed concern that she needed more information to make the decision regarding buying our own Park District bonds. Ms. Collins agreed and indicated that this just opens it to the possibility. Further information, including a cash flow analysis, will be brought to the Board in the fall.

f. Discussion of Barb Blvd. Property Master Plan

Director Doll continued the ongoing discussion of the District's Barb Blvd property. Staff have held several public input meetings, with mixed results as to what should be done with the property. Some residents believe the property should be used as a dog park. Director Doll indicated that District staff have discussed this option with City staff. If the District wishes to move forward with a dog park at this location, then the City will require a parking lot to be installed. City staff have indicated that it would be best to make the entrance to a parking lot off of Barb Blvd rather than First Street.

President Young inquired about the size of the lot and the cost. Director Doll indicated that the City requires 1% of the park acreage be devoted to parking. With an approximately 11.2-acre park, the parking lot would need to be about 4,870 square feet and cost approximately \$50,000-60,000.

President Young indicated he has heard split views on a dog park and he himself is torn between the two views regarding this issue.

Commissioner Krmeneč expressed concerns that she has not seen a capital budget, operating budget, maintenance, or life expectancy for this project.

Commissioner Holliday stated that he does not think a dog park is needed there.

g. Discussion of Recreation Job Descriptions and Pay Grades

Superintendent Bruggeman presented the recreation job descriptions. He said that he had worked with Human Resources to appropriately update the job descriptions. Additionally, staff utilized HR Source's 2019 Park District Salary Survey to assess the current job descriptions and related pay ranges. As a result, staff would like to recommend that Athletic Coordinator be moved to Athletic Supervisor, which would reclassify if from a pay grade 3 to 4. Additionally, reclassify the Recreation Supervisor from a pay grade 5 to 4.

Commissioner Krmeneč was concerned about moving pay grades and reclassifying positions/changing job descriptions when there are current employees already holding some of the positions and vacant positions.

President Young recommended tabling the discussion until staff brought back further information.

h. Action on Agreement with DeKalb Leadership Academy for Tree Carving at Annie's Woods

Commissioner Krmeneč made a motion to authorize the tree carving at Annie's Woods Park by the Leadership Academy contractor, seconded by Commissioner Eaton.

Commissioner Krmeneč proposed that, if appropriate, a Native American group may bless the eagle carving when complete. President Young stated that this may not follow the protocol of separation of church and state, and that it should be researched first.

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

i. Action on Construction Easement with City of DeKalb for DeKalb Nature Trail at 1st Street

Commissioner Grada made a motion to approve the construction easement with the City of DeKalb for the DeKalb Nature Trail at 1st Street, seconded by Commissioner Eaton.

Director Doll presented that the City of DeKalb will be resurfacing North First Street between Dresser Road and Bethany Road. City staff have planned for a curb cut to be installed at the 1st Street end of the Nature Trail as part of the resurfacing project. Additionally, a "point of refuge" will be installed as part of the project. In order for the trail to meet ADA requirements, there will need to be work done on approximately 25 feet from the First Street end of the trail. The easement would grant the City's contractors the right to do this work on the District's property. The work would be done at the expense of the City, at not cost to the District.

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

VIII. Financial Reports

a. Action on Invoices for Payment

Commissioner Grada made a motion to approve payment from June and July invoices in the amount of \$226,017.98, seconded by Commissioner Krmeneč.

Motion carried by roll call vote. Aye: Eaton, Grada, Holliday, Krmeneč, 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**
- IX. Strategic Plan Update Report**
- X. Adjournment**

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

Meeting adjourned at 7:36 p.m.