

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
March 24, 2022
Hopkins Community Center, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call to Order:

President Patrick Fagan called the meeting to order at 6:00 p.m.

Roll Call

Board members present: President Patrick Fagan, Secretary Gail A. Krmeneć, Treasurer Joel French, and Commissioner Phil Young.

Absent: Vice President Dag Grada.

Staff Members Present: Executive Director John Shea, Superintendent of Parks & Development Mat Emken, Superintendent of Finance Mike Rock, Superintendent of Recreation Andrea Juricic, Accounting & Administrative Assistant Jennifer Anderson, Mike Siefken, Wendy Hayes, Cindy Slinkard, Austin Sands.

II. Action on the Agenda

Commissioner Krmeneć made a motion to approve the agenda, seconded by Commissioner Young. Motion carried by roll call vote. Aye: Krmeneć, Young, French, and Fagan. Nay: None. Absent: Grada. (4-0-1)

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. Minutes of the Public Hearing of March 10, 2022
- b. Minutes of the Public Meeting of March 10, 2022
- c. Executive Session Minutes of March 10, 2022

Commissioner French made a motion to approve the agenda, seconded by Commissioner Krmeneć. Motion carried by roll call vote. Aye: Krmeneć, Young, French, and Fagan. Nay: None. Absent: Grada. (4-0-1)

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Discussion on Cashless Payment Procedures

Director Shea requested board input regarding potential implementation of cashless payment for park district programs, activities, and facility uses. President Fagan suggested we move into this process gradually. He thought golf and swimming would be the two biggest hurdles. Director Shea shared that many of the summer camp fees are paid with cash. Superintendent of Recreation Andrea Juricic shared that that soccer league participation is often paid in cash, too. President Fagan said this may not be done in a year or two, but perhaps down the road. Executive Director Shea spoke with the G1 (the golf course pay processing system) representative, he mentioned that he doesn't know of any other courses that are totally cashless.

Commissioner Krmeneč asked for a clarification on the 10% fee mentioned by Director Shea for paying with the GolfNow mobile app. Director Shea said this is a new feature where you can check in and pay on your phone once you arrive at the golf course. She also asked whether a patron could pay with another cashless method, to which Director Shea indicated they could. Commissioner Krmeneč added that she is in favor of going cashless for selected facilities or activities, but the 10% fee for the GolfNow app is a no go because the fee is too high. She mentioned that she thought both of the golf courses should go cashless and could be phased in this year. The pool and Haish gym should still take cash because of the daily fees and open gym program. She added that we should be selective in implementation. She also stated she is concerned because Director Shea mentioned that the G1 system keeps crashing. She asked what has the company has done to fix this or reimburse us. Director Shea said we have created (IT support) tickets to look into it. Commissioner Krmeneč also asked, with no immediate response expected, what the backup plan was for when the system is down. She said there should be standard, written procedures for continuity of operations. Commissioner French agreed that the golf courses are a prime location for going cashless. He recently visited a sports facility and all sales were cashless. President Fagan asked about how buying beer at the ballpark was handled, to which Commissioner French said it was cashless as well. Commissioner French wanted to ensure employees could still be tipped. Director Shea said right now bar sales do not have a tip line included on a credit card payment, but is being added. Commissioner Young asked if we knew of any districts that have gone cashless. Director Shea said no.

b. Discussion on FY23 Capital Purchase of Four (4) Parks Maintenance Trailers

President Fagan asked if the new trailers are on hold for us and what will be done with the old ones. Mat Emken indicated they would be auctioned at a later date.

c. Action to Dissolve Golf Advisory Committee

Commissioner Krmeneč made a motion to dissolve the Golf Advisory Committee and provide Golf Department updates at least one meeting per fiscal year, seconded by Commissioner French.

Commissioner Young wanted confirmation, as indicated by Director Shea, that we don't need to approve the minutes of the final Golf Advisory Committee meeting. Director Shea said that is correct, we just need to post them to the website. Commissioner Krmeneč indicated she has prepared the minutes from the final meeting and will provide them to the Director for publication.

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

d. Action on Ellwood Museum Landscape Grant Site Lighting

Commissioner Krmeneč made a motion to approve the quote from Steiner Electric in the amount of \$24,971.22 for the purchase of 11 LED light heads and poles for use at the Ellwood Mansion grounds, seconded by Commissioner Young.

President Fagan asked if Crescent just decided to reap profit and whether these are the same lights we discussed at the last meeting. Mat Emken said yes, and these are the same LED lights. Commissioner Krmeneč asked if the cost was just for the purchase of the lights. Mat Emken indicated it was. Elliott and Wood would install them as part of the scope of work for the museum grant project.

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

e. Action on Prather Park Ballfield and Batting Cage Fencing Project

Commissioner Young made a motion to accept the base bid, alternate one, and alternate two from Proline Fence in the amount of \$47,344.00 for the replacement of the ballfield and batting cage fencing at Prather Park, seconded by Commissioner French.

President Fagan inquired how much we might get for scrap, to which Mat Emken indicated perhaps a couple thousand dollars. Commissioner Young asked if the work would be done before the later league play starts there. Mat Emken said it would, by July 1st. Director Shea added that the field was already scheduled to be closed this spring to allow the grass to grow. President Fagan asked if there was any concern about Proline Fence's indication that they are pretty sure they can get all the material, especially since we're discussing a timeline that impacts activities. Mat Emken said they seemed confident because it's a stock item, and Director Shea stated that bidders had to meet the July 1 deadline.

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

f. Action on Buena Vista and River Heights Irrigation Design Drawings

Commissioner Krmeneč made a motion to accept the proposal from EC Design Group, of Des Moines IA, in the amount of \$105,500.00, seconded by Commissioner French.

President Fagan said we are asking for the known rather than the unknown. Six meetings over 2 years. Director Shea responded yes. Commissioner Krmeneč said she does not like to vote to approve anything without seeing the actual contract. This is such a huge project- she would like to see the contract. Director Shea said we can wait a month, but it may delay the project. We may be delayed regardless due to materials. President Fagan asked what if the contract is approved by legal before the Director signs it. Director Shea said we can get confirmation that we can approve today, and he can sign, or we can have another meeting to approve the contract. Commissioner Krmeneč said she would prefer another meeting. Commissioner Young agreed, even if it was a 10-minute meeting, and so did Commissioner French. President Fagan asked for a motion to amend the action to table it until the next meeting.

Commissioner Krmeneč made a motion to table this item to next meeting, seconded by Commissioner Young.

Motion to table the action item carried by roll call vote. Aye: Krmeneč, Fagan, French, Young. Nay: None. Absent: Grada. (4-0-1)

g. Action on Resolution 22-01: A Resolution to Release Closed Session Minutes

Commissioner French made a motion to approve Resolution 22-01: A Resolution to Release Closed Session Minutes, seconded by Commissioner Young.

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

h. Items Over \$10,000

i. Parks Maintenance Replace of Utility Terrain Vehicle (UTV)

Commissioner Young made a motion to accept the quote from Johnson Tractor in the amount of \$14,298.23 for the purchase of a Kubota D902 through the Sourcewell Joint Purchasing Program, seconded by Commissioner French.

Motion carried by roll call vote. Aye: Krmeneć, Fagan, French, Young.
Nay: None. Absent: Grada. (4-0-1)

ii. Hopkins Terrace Room Tables

Commissioner Krmeneć made a motion to approve the quote from Southern Aluminum in the amount of \$20,000.00 for the purchase of 35 new banquet 60” round aluminum linenless tables and five (5) 30” round aluminum tables, seconded by Commissioner Young.

Motion carried by roll call vote. Aye: Krmeneć, Fagan, French, Young.
Nay: None. Absent: Grada. (4-0-1)

iii. Hopkins Park Shelter Tables and Chairs

Commissioner Young made a motion to approve the quote from Southern Aluminum for the replacement of the Hopkins Shelter Tables in the amount of \$10,375.00 and the quote from MityLite for the replacement of the Hopkins Shelter Chairs in the amount of \$5,507. Bringing the grand total of the project to \$15,882 (\$4,118.00 under the budgeted amount), seconded by Commissioner French.

Commissioner Krmeneć suggested that the new furniture could be advertised as part of the facility rental marketing.

Motion carried by roll call vote. Aye: Krmeneć, Fagan, French, Young.
Nay: None. Absent: Grada. (4-0-1)

VII. Financial Reports

Commissioner Krmeneć made a motion to accept the monthly financial reports presented in March 2022, seconded by Commissioner French.

Motion carried by roll call vote. Aye: Fagan, French, Krmeneć, Young. Nay: None.
Absent: Grada. (4-0-1)

- a. Monthly Paid Bills Listing**
- b. Monthly Financial Summary**
- c. IT Summary**
- d. Board & Staff Travel Expense Summary**
- e. FOIA Report**

VIII. Open Comments from Commissioners and Director

Director Shea stated that he and staff have reviewed the timing for approved capital projects. He told the board not to be surprised if over the next few months’ board meetings that there are many items over \$10,000 presented for approval.

Since there has been a backlog of materials and supplies over the last year or so, he wants to ensure that our district is first on any wait list if there are shortages.

IX. Closed Session

a. Personnel- 5 ILCS 120/2(c)1

Commissioner Young made a motion to go into closed session under Section 2(c)(1) of the Open Meetings Act, seconded by Commissioner Krmeneč.

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

X. Reconvene Open Meeting

Commissioner Young made a motion to return to open session at 7:24 p.m. Commissioner Krmeneč seconded the motion.

Motion carried by voice vote.

XI. Adjourn Public Meeting

Commissioner Krmeneč made a motion to adjourn the meeting, seconded by Commissioner French.

Motion carried by voice vote.

Meeting adjourned at 7:25 p.m.