

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
March 23, 2023
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, Vice President Dag Grada, Secretary Gail A. Krmeneć, Treasurer Joel French and Commissioner Phil Young.

Staff Members Present: Executive Director John Shea, Superintendent of Parks & Development Mat Emken, Superintendent of Finance Wes Levy, Superintendent of Recreation Andrea Juricic, Accounting and Administrative Assistant Jennifer Anderson, Mike Siefken, Katie Drum, Dave Kesson, 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, Grada, French and Fagan. Nay: None. Absent: None. (5-0-0)

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 Meeting of February 23, 2023

Commissioner Grada made a motion to approve the agenda, seconded by Commissioner Young. Motion carried by roll call vote. Aye: Krmeneć, Fagan, Young, French and Grada. Nay: None. Absent: None. (5-0-0)

IV. Public Comments

Mathew Beamsley shared other communities' Fourth of July fireworks budgets. Donna Johnson stated she was curious about the swimming pool, inquiring whether there were plans on a bond issue and for bond payments. Mr. Fagan responded that there was a committee that met 5 or 6 times. Architects provided price estimates. Realized with inflation, the numbers had sky rocketed. Preliminarily we are getting quotes, then we will determine where we might be. We had someone provide financing information. We are doing realistic goals. We are in the exploratory phase, determining what the dollar amount is going to be. Donna Johnson said she is concerned if the district goes to a bond issue with payments to be made, where the money is going to come from. Her

assumption is that one of the biggest cash outlays is payroll. President Fagan said that aside from capital improvements, that is pretty normal for a park district. Ms. Johnson was concerned to see that the district appears to be creating 3 new positions. It was hard to follow in the back up. There are also raises in pay grades, which she thought were pretty big increases. She said it was really concerning, especially with the pool. President Fagan said tonight will be the first time it will be discussed.

V. Old Business

None.

VI. New Business

a. Discussion Reviewing FY23 Sponsorship, Advertising, and Partnership Program Outcomes

Marketing Coordinator Katie Drum presented on the topic. Commissioner Krmeneč commented that she was really pleased to see the direction we're heading since she's talked about sponsorships for years. President Fagan said he travels a lot, and when he's in different towns, he sees we are missing out on a lot of revenue. Baseball diamonds have lots of sponsorship signs; he doesn't think we have any at all. This is a big step. The person in the new position is going to have to pay their salary. Right now we only have \$24,000 in sponsorships. This number should be a lot higher. He didn't think we have attempted much to get that done. Ms. Drum stated for comparisons, Skokie gets about \$100,000 in cash sponsorships, and Naperville \$150,000. We have \$36,000 budgeted for next year. Then \$50,000, with hope to see that grow. If she can bring in \$24,000 with not having much time to devote to sponsorships, then the new person better be bringing in more.

b. Discussion Regarding Park Location Signs Replacement Phase 2

c. Discussion Regarding Usage of Motorized Vehicles on Park District Owned Trails

There was a proposal to use the Nature Trail as a golf cart path from the Rivermist subdivision to the Kishwaukee Country Club as a selling point for a potential 55+ community development project in Rivermist. President Fagan stated there was not enough room for two carts to pass on the path, as well all the reasons to not allow it. He wanted to make sure the board knew about the request, and was willing to put it on the agenda again if requested. Commissioner Krmeneč agreed with President Fagan that we should not allow golf carts on the path. That's the whole point of the Nature Trail: that you're in nature. I think it's dangerous, there are so many walkers, bike riders, and dog walkers with leashes, and this in direct conflict with what we are trying to accomplish with the nature trail. She also commented that she thought we used to have signs that said "no motorized vehicles". They are no longer at every entrance. There are a lot of electric bikes, not being used as assist but just motorized and noisy, which they may actually be

gas-powered, and motorized scooters as well. Commissioner Young agreed as well, stating it is a pedestrian path and narrow. The park district should not change its long-standing policy. Commissioner Grada said he does not see that being a good mix. Another issue that bears discussion is the difficulty to control access. Commissioner French agreed. President Fagan asked if someone takes a car or golf cart on the path and the city stops them, can the city write a ticket for violating a park district rule. Commissioner Krmeneč said she would think not, because they wouldn't have legal jurisdiction. Director Shea said in other districts there have been city ordinances that allowed them to enforce the rules. President Fagan asked Director Shea to check on that possibility.

d. Discussion on RKM Fireworks Contract for the 2023 DeKalb Fourth of July Celebration

e. Discussion on Revised Personnel Policy 1-17 on Grade and Salary Schedule for Full-Time Staff

Commissioner Krmeneč stated she would like to reiterate that the board fully supports the hiring of the Natural Areas Specialist, the Recreation Supervisor 2, and the Golf Course and Equipment Specialist positions, which directly ties into what the board has tasked the Director with for district improvements. She asked about the motivation for renaming the marketing coordinator to marketing manager. Director Shea replied that the IPRA's salary survey includes both positions. The coordinator was more of an entry level position, while the manager is more hands on, overseeing sponsorships, meetings, and responsible for budget. Looking at our job description compared to the field, the title marketing coordinator did not meet the job description. Commissioner Krmeneč asked if there was going to be a job description change, to which Director Shea replied yes, for consideration in the future. Commissioner Krmeneč asked what this person is managing, because right now, we're discussing adding a half time position. She worries about the park district become administration top heavy, and what message does that send to the rest of the staff. The other thing is the proposal is to move that position from a grade 4 to a grade 5 position. That person is going to theoretically get a raise. Director Shea said in theory, yes, but that person is still within the salary range, so there is no increase in salary. Commissioner Krmeneč asked what happens if the part time position doesn't work out, is the marketing coordinator going to assume the duties. She also mentioned that the dollar amount provided is only true if those positions that aren't currently filled aren't filled in the future. Director Shea said Randy retired and that position is already filled, not making what Randy made after 30 years of service. Commissioner Krmeneč asked if staff get bonuses, to which Director Shea said no. Commissioner Young asked how often park districts do the research on adjustment. Director Shea said one district did it every three years, and went off of CPI. Another did every year and raised by CPI percentage. In his research,

it is every 3-5years. Commissioner Young said the key thing to point out is that we are looking to adjust salary range based on economic conditions, but not necessarily raises. We will have a hard time hiring people if we don't. Director Shea said the candidate pool has been smaller than hoped. He does not want to get to a situation where we are 5 years outdated in terms of salary.

f. Action on Job Description Updates

Commissioner French made a motion to approve and accept the changes made to job descriptions, seconded by Commissioner Young.

Commissioner Grada mentioned for the Natural Areas position, where the beginning refers to ecological restoration. Because of the nature of the park district, it should state enhancement, not restoration. He asked whether prescriptive fire would be discussed in the future for board approval. Superintendent of Parks & Development Mat Emken said yes, in the future, whether it would be approved. Currently we don't burn. Commissioner Grada mentioned we previously discussed utilizing this person for programming and outreach, which is not reflected in the job description. Director Shea said he and Mr. Emken talked about this, and thought it was added, but he's not seeing it in the current description. Commissioner Krmenek said she would like to see us do a lot of that through partnership with the master naturalist program in the county. Maybe we can get an intergovernmental agreement, hoping they would be interested in working with us. Commissioner Grada said he appreciates that and agrees with partnering, but believes it is important to have an individual who is capable of doing programming in house. President Fagan asked if Commissioner Grada wanted that added back in, to which Commissioner Grada said yes.

Commissioner French rescinded his motion, seconded by Commissioner Young. Motion carried by roll call vote. Aye: Krmenek, Fagan, French, Grada, Young. Nay: None. Absent: None. (5-0-0)

Commissioner Grada made a motion for approving the job descriptions, with an amendment to the Natural Areas Specialist position, adding assistance with future nature programs to meet the districts needs, seconded by Commissioner Young.

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

g. Action to Approve 2023 Seal Coating Improvements

Commissioner Young made a motion to approve the Base Bid and both alternates and enter into a contract with DeMarr Seal Coating for the District's 2023 Seal Coating Improvements in the amount of \$36,462.00, seconded by Commissioner French.

Commissioner Grada mentioned we were going to chat with the city regarding coordination. Mr. Emken said that was talking with the engineer about the bridge at First Street, but it wouldn't change the square footage of the project.

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

h. Action to Approve 2023 Paving Improvements

Commissioner French made a motion to approve the Base Bid and Alternate 2 and enter into a contract with O'Brien Civil Works for the District's 2023 Paving Improvements in the amount of \$373,510.00, seconded by Commissioner Krmeneč.

President Fagan said we have 3 bids, with a local company less than 2 percent higher than the lowest bid. None of the money from O'Brien would go back into the community, where a local company could. Certain municipalities have a rule that if a local company comes in under bid, then we go with local company. Just like some commissioners are concerned with purchasing from out of town. This is something that might be discussed. Commissioner French said he agreed. Commissioner Krmeneč said she thought we should have the option as long as it legal, that we can do that within a certain percentage, but not that we just choose the local company just because they are local. President Fagan clarified with Commissioner Krmeneč that it would be the board's decision, and they agreed. President Fagan said it was important to keep the integrity of bid process. Director Shea said he agreed, especially when it's such a small percentage. Other districts do that. Mr. Emken said there is legal language in the bid document that we can choose the bid that is in the best interest of the park district, as long as they are responsive. Director Shea said he would recommend a policy be put in place. President Fagan said he can't stress enough, we have to make the decision to keep the integrity of the bid process. We might want to look at dollar amount for the relatively smaller jobs, \$20,000-\$50,000. Commissioner Young agreed that a dollar amount is important for the smaller jobs. There is a difference between a job that that is \$100,000 and a job that is \$10 million; 5 percent is a lot compared to a smaller dollar amount.

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

i. Action to Approve the replacement of one RTU HVAC System at the Sports and Recreation Center

Commissioner Young made a motion to approve the bid and entering a contract with 1 Source Mechanical for the replacement of an RTU at the Sports and

Recreation Center in the amount of \$77,400.00, seconded by Commissioner French.

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

j. Action on Agreement with Bottling Group, LLC (Pepsi)

Commissioner Grada made a motion to approve the three-year contract (2023-2026) with Bottling Group, LLC (Pepsi), seconded by Commissioner Young.

Commissioner Grada asked if we have been with Pepsi forever and whether we should examine other options. Director Shea said the pricing itself would be the same, however, if we change brand, everything must be removed and replaced with new lines, soda guns, and equipment, resulting in a higher up front cost to transfer.

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

k. Action to Approve Ordinance 23-02: An Ordinance Amending the DeKalb Park District Board Policy Regarding Meeting Attendance

Commissioner Young made a motion to approve Board Policy Ordinance 23-02 to amend the Board Policy Manual to include section 2.07 Commissioners' Board Meeting Attendance, seconded by Commissioner Krmeneč.

President Fagan mentioned the point of doing this was so that board members don't go to Florida for the winter or for board members who lose interest and don't want to attend board meetings. Commissioner Young asked for clarification about section 2.07, with regard to assigned committee meetings. If we take 1-2 board members for the committee, they would have to attend, but not the de-facto members. Director Shea verified that committee attendance was for appointed members. Commissioner French asked if someone had to leave early, would that count as an absence. Director Shea said he can check with the attorney, but he believes that it does not count since they attended the meeting. Commissioner French said he felt this could be used for political purposes. He wants to respect the will of the voter. Director Shea pointed out that there would be a hearing in closed session with the board, with the district's legal counsel present, for the decision by other board members. Having legal representation there will help eliminate any personal issues or decisions being made for political gain. Commissioner Grada said he was interested in having an active and engaged board. This seems like a solution seeking problem, so he can't support this. Commissioner Krmeneč said she sees this as having something on the books that will hopefully not have to be used, but it's a tool in case needed in the future. If

something were to happen and there is no policy, then the board would not be able to enact a policy at that time. Commissioner Young agreed, from a historical standpoint, there was a board member who took multiple months off and there were votes that ended in a tie. There was nothing we could do about it. Commissioner Grada asked if someone was wintering in Florida, could they attend remotely. President Fagan indicated only for certain circumstances, which are work or family emergency. Commissioner Krmeneč said that is already in our board policy.

Motion carried by roll call vote. Aye: Krmeneč, Fagan, Young. Nay: French, Grada. Absent: None. (3-2-0)

l. Action on Election of Vacant Treasurer Officer

Commissioner Krmeneč made a motion to fill the vacant Treasurer position, nominating Phil Young as Treasurer, seconded by Commissioner Grada.

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

m. Items over \$10,000

i. Action on the Flooring Replacement Project for the Hopkins Terrace Room Lower Level

Commissioner Krmeneč made a motion to approve the quote from Delano's Home Decorating of DeKalb, IL in the amount of \$11,570.20. Additionally, the staff is requesting authority for an additional \$2,000 for any unforeseen issues which may arise when the current flooring is removed. Staff recommends the DeKalb Park Board of Commissioners approve the quote from Delano's Home Decorating and authorize staff not to exceed \$13,570.20 for the flooring replacement to the Hopkins Lower Level, for any unforeseen circumstances. The remaining \$16,500.00 will be allocated for the near future replacement of the flooring to the Hopkins Administration Offices, seconded by Commissioner Grada.

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

ii. Action to Approve the Purchase of Reel & Bed Knife Grinders

Commissioner Krmeneč made a motion to approve the purchase of two used Grinders from Reinders Inc. in the amount of \$56,313.97, seconded by Commissioner French.

Commissioner Young asked if there would be any warranty for the used items. Mike Siefken said yes, still through January 2024. The other one we

asked to extend but the manufacturer won't let them, but the company will work with us if something is needed. President Fagan asked why they have used this for less than a year. Mike Siefken said they have them in their shop and Toro gives them new ones every year, so they always sell the old ones.

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

iii. Action to Approve the Purchase of a John Deere 5067E Utility Tractor

Commissioner Young made a motion to approve the quote from John Deere Co. through DeKalb Implement for the purchase of John Deere 5067E Utility Tractor in the amount of \$42,000.00, seconded by Commissioner Grada.

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

iv. Action to Approve the Purchase of an Exmark, Rear Discharge, Zero-Turn Mower

Commissioner Krmeneč made a motion to approve the quote from Johnson Tractor in the amount of \$23,279.00 for the purchase of an Exmark Rear Discharge Zero-Turn Mower through Omnia Contract #20469, seconded by Commissioner Grada.

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

v. Action to Approve the Purchase of (2) 16' Landpride AFM4216 Pull-Behind Mowers

Commissioner Young made a motion to approve the quote from Johnson Tractor in the amount of \$49,733.00 for the purchase of (2) 16' Landpride AFM4216 Pull-Behind Mowers through Sourcewell Contract # 070821-LPI, seconded by Commissioner French.

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

VII. Financial Reports

Commissioner Grada made a motion to accept the monthly financial reports presented in March 2023, seconded by Commissioner Young.

Motion carried by roll call vote. Aye: Grada, Krmeneć, French, Fagan, Young. Nay: None. Absent: None. (5-0-0)

- 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

Commissioner Young congratulated staff for the OSLAD grant as well as the grant through ComEd, which is helping taxpayers. These savings can be directed to other projects. Commissioner Krmeneć thanked the staff for bringing the approval of equipment purchases before the board early in the fiscal year. In the past, we've been behind the curve, trying to purchase near the end of the fiscal year. Commissioner French said it has been an honor and privilege to serve this community. He's learned a lot. He believes you can make the most change locally. Thank you all. Director Shea said thank you to everyone, and Commissioner French for the last 24 months-best of luck. President Fagan said he appreciates the hard work that everyone does. It's not easy. Thank you to Commissioner French for putting in his time-it does ask for a lot. For the last 2 years, there has been a lot of change, all for the better.

IX. Closed Session

- a. Closed Session Meeting Minutes Discussion - 5 ILCS 120/2(c)21**

Commissioner Grada made a motion to go into closed session under Section 2(c)(21) of the Open Meetings Act, seconded by Commissioner Young.

Motion carried by roll call vote. Aye: Krmeneć, Young, French, Grada, and Fagan. Nay: None. Absent: None. (5-0-0)

X. Reconvene Open Meeting

Commissioner French made a motion to return to open session at 8:14 p.m. Commissioner Young seconded the motion.

Motion carried by voice vote.

XI. Adjourn Public Meeting

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

Motion carried by voice vote.

Meeting adjourned at 8:15 p.m.