

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**December 5, 2019**  
**Hopkins Community 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. Krmenech, Commissioner Doug Eaton and Commissioner Dag Grada.

**Staff Members Present:** Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson, Aquatics Supervisor Jackie Owensby, and Team Leader David Kessen.

**II. Action on the Agenda**

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

**III. Public Comments**

**IV. Old Business**

**V. New Business**

**a. Discussion of Seasonal Staff Rates for FY 2021**

President Young wanted to know if we had a number of what this total impact of the increase would be. Ms. Doll stated it has not changed since presented to the board in September.

**b. Discussion of Pool Rates for FY 2021**

President Young stated that some patrons come just to supervise children and don't intend to swim and he wondered if there would be any discounted rate for that or a senior rate. Mr. Bruggeman said that is common, however in terms of logistics, it would be difficult to try to limit certain patrons to specific areas. President Young asked if we would be staffing at the same level for lifeguards this season and Mr. Bruggeman said yes for safety purposes.

**c. Discussion of FY 2021 Capital Budget**

President Young asked if the numbers on the spreadsheet were final or a best estimate. Ms. Doll stated amounts in the FY21 column have many final numbers, but staff are still refining some.

Commissioner Holliday wanted to know how many buildings are included in the HVAC project. Mr. Emken stated it would be the River Heights Clubhouse, and SRC.

Commissioner Eaton said he would like to see a further prioritization from staff of which projects are mission critical for next year.

Commissioner Grada asked if there has been discussion of potential for conservation/restoration apprenticeship. We have the GIS equipment now, could the engagement of employee in that area be considered? Ms. Doll said that could be considered. President Young agreed it would be good to have staff internally get more training, so we didn't have to outsource.

Commissioner Krmenek wanted to clarify that the numbers reflect what was currently budgeted. For example, the berm for \$60,000 when we approved \$48,000 and the cost of the culvert removal at Veterans Park. Ms. Doll stated the entire cost is reflected in the cost which include the alternate option that would be done in house.

**d. Discussion of FOIA Requests and District FOIA Officers**

President Young confirmed that the approximate year to date total staff time spent on FOIA requests was \$7,176. Ms. Doll said that was correct, not including requests that have come in and are pending.

Commissioner Eaton said he is in support of adding staff and thanked staff for putting the associated time.

**e. Discussion of Administrative Policy 200.10: Internal Cash Controls, Administrative Policy 200.8: Processing Invoices, and Administrative Policy 200.3: Purchasing**

President Young asked if the primary function for the petty cash at the Terrace Room was for lemons and limes or if that was just what it was last time. Ms. Doll stated that was the primary use and for lemons, limes, and incidents like the ice machine breaking down. President Young asked if there was any other staff available that would have a p-card. Ms. Doll said that would mean staff coming in nights and weekends just to go to the store. President Young asked how this would be tracked. Ms. Doll stated when staff use the money, they are required to bring the receipts in which get reconciled at least monthly by Finance staff. Commissioner Grada asked if there was any mechanism in place in case staff would need more than \$50 monthly. Ms. Doll said in that case it would be reconciled more than once monthly. Staff believe \$50 would be enough to get them through the month.

**f. Discussion of Tree Inventory Grant**

President Young asked if we would know if we would get any additional funding before we have to make a decision. Mr. Emken stated the District needs to give its response on December 20<sup>th</sup>, but the grant administrators would like to know if the District is seriously considering proceeding.

Commissioner Grada said our unmanaged areas would not be of much value. Mr. Emken said the estimate included all park properties. Commissioner Young asked if we only get \$8,000 and it comes up again, could we get more and re-apply. Mr. Emken said the person he spoke with indicated that the government would likely not allocate funds for this grant, so it may not be available for some years. President Young agreed with Commissioner Grada about scaling the project down. Mr. Emken said we would need to match the funding of the grant so we would need to utilize the \$10,000 from tree planting. The board agreed that a scaled down project would be best, and they would be okay with proceeding.

**g. Discussion of Tax Abatement IGA**

Bill Nicklas returned to discuss the IGA for the food manufacturer interested in DeKalb. At this point, in order to make a decision to proceed, they would like some incentive support through the IGA.

Commissioner Holliday asked if there was any one thing that hinges on this. Mr. Nicklas said if every taxing body doesn't buy in to this, the company will go with another city. President Young asked when they would need some type of commitment by. Mr. Nicklas said this month.

**VI. Executive Session**

Commissioner Grada made a motion at 7:05 p.m to go into executive session under 2(c)1 Personnel, 2(c)3 Discussion of the Performance of the Occupant of a Public Office, and 2(c)11 Pending or Imminent Litigation, seconded by Commissioner Holliday. Motion carried by voice vote.

**VII. Reconvene Open Meeting**

The open meeting reconvened at 8:17 p.m.

**VIII. Adjourn Public Meeting**

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

Meeting adjourned at 8:18 p.m.