

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
February 22, 2024
Hopkins Community Center, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call to Order:

Vice President Dag Grada called the meeting to order at 6:00 p.m.

Roll Call

Board members Present: Vice President Dag Grada, Secretary Gail A. Kremenec, Treasurer David Castro and Commissioner Brian Tobin.

Board Members Absent: President Patrick Fagan.

Staff Members Present: Executive Director John Shea, Superintendent of Parks & Development Mat Emken, Superintendent of Recreation Chrissy Tluczek, Accounting & Administrative Assistant Jennifer Anderson, Wes Levy and Mary Frost (Lauderbach & Amen), Cindy Slinkard, Mike Siefken, Dave Kessen, and Austin Sands.

II. Action on the Agenda

Commissioner Tobin made a motion to approve the agenda, seconded by Commissioner Castro. Motion carried by roll call vote. Aye: Kremenec, Castro, Tobin, Grada. Nay: None. Absent: Fagan. (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 Meeting of January 18, 2024
- b. Executive Session Minutes of January 18, 2024

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

IV. Public Comments

None

V. Public Hearing to Receive Public Comments Concerning the Proposed Budget and Appropriation Ordinance 24-02 or the DeKalb Park District for the Fiscal year March 1, 2024 to February 28, 2025

Commissioner Tobin made a motion to enter into the public hearing, seconded by Commissioner Castro. Motion carried by roll call vote. Aye: Krmeneč, Castro, Tobin and Grada. Nay: None. Absent: Fagan. (4-0-1)

Annually, as part of the District’s budget process, the board adopts a Budget and Appropriation Ordinance. In conformity with the Park District Code, a tentative Budget and Appropriation Ordinance was posted for public inspection for 30 days after the January 19, 2024 board meeting, being made available online and at the District’s Administration office. A notice of this public hearing was placed in the Daily Chronicle on February 13, 2024.

With no questions, Commissioner Tobin moved to adjourn the public hearing, seconded by Commissioner Castro. Motion carried by roll call vote. Aye: Tobin, Grada, Krmeneč, Castro. Nay: None. Absent: Fagan. (4-0-1)

Public Hearing adjourned at 6:04 p.m.

VI. Old Business

a. Discussion on Hopkins Pool Project Update

Executive Director Shea provided an update, showing some of the design changes since the last meeting. He reported that MEP (mechanical, engineering and plumbing), civil, and structural engineers have been on site, and soil borings will be conducted in the coming weeks. Jim Lappert of IHC, the District’s construction manager-at-risk firm, indicated design development was completed and provided information on efforts to secure current component pricing estimates. Based on that information, working with the District, they can reconcile the budget to estimates. They are starting construction documents, working with MEP, civil and structural engineers to ensure of a cost-effective project within the budget. When about 50 percent complete with the construction documents, there will be another round of estimating. They will then start to put together bid packages. Once they submit for IDPH permitting, bids will be released and after receipt, they can establish a guaranteed maximum price. Demo can potentially start in June.

Commissioner Grada appreciated seeing the plans, saying most of pool-related stuff looks great. He asked whether there was a climate control/ventilation plan for the concession stand. Mr. Lappert said those plans were not yet put together, but they are estimating that it will be a conditioned space because it’s a Dept. of Public Health standard, versus the guard room, which would be fans. The admissions office may also be air conditioned, especially if it can be pulled from the existing space. Commissioner Grada also asked if the ventilation in the locker rooms would be re-done, which Mr. Lappert confirmed.

Commissioner Castro asked for confirmation there was a single person bathroom, which Director Shea confirmed there were family changing rooms. Mr. Castro also inquired about the inclusion of storage in the designs, to which Director Shea indicated it has been incorporated into various areas throughout the facility. Commissioner Castro stated this is such a large project with many steps, and inquired which steps are so critical, that if they stop, everything stops. Mr. Lappert stated, from a construction standpoint, this has already begun. Estimates are being reconciled to the budget. When jobs are bid, they develop a milestone chart (Gantt chart) in consultation with the contractor and identify things that could hold up the process. Agreements are written with regard to the schedule. Commissioner Tobin asked whether there would be a construction trailer when construction starts. Mr. Lappert thought there would be a trailer on site, although they would like to use existing space to save money. Director Shea indicated the District had previously discussed this, preferring to utilize existing, available space upstairs to reduce costs.

VII. New Business

a. Discussion on Decennial Committee (Local Government Efficiency Act) Meeting Schedule

Director Shea explained that there are 3 meetings required under the Local Government Efficiency Act. He suggested that there be four meetings instead of three, with the fourth meeting be for dissolution of the committee. Meetings were suggested in May (review), July (staff presents preliminary draft), September (approve the changes after board review and feedback), and October/November (2nd review and committee dissolution). Director Shea solicited feedback regarding meeting options: whether to hold them before or after a regularly scheduled board meeting or on a different day. He recommended a separate meeting, as did the District's legal counsel.

Commissioner Castro asked about the deadline, which Director Shea indicated is November 25, 2024. Commissioner Krmenek said she would prefer not to have these meetings incorporated into regular board meetings, nor holding them in conjunction with a board meeting. She suggested a different day. Commissioner Grada concurred with Commissioner Krmenek about holding them on a separate day. He asked to start in April, which Director Shea said he would. Commissioner Tobin said he would prefer a separate meeting, but on the same night as board meetings because his nights are pretty much spoken for.

b. Discussion on Annexation of Properties

Commissioner Castro asked if we are required to annex the properties. Director Shea indicated an ordinance is required and must be approved by the Board. It is recommended that if the City annexes property then the park district should too, for tax purposes. Commissioner Castro then wanted confirmation that there is no penalty if property is not annexed, to which Director Shea indicated there is no penalty, but then the District doesn't receive the tax revenue.

c. Discussion of Ryan Homes Temporary Signage Request

Commissioner Grada asked whether there have been signs previously placed on District property. Superintendent Emken said there were, along South Malta Road between Knolls West and Devonaire Parkway. Commissioner Grada further inquired whether, other than those two signs, there have been other advertising signs on District land. Director Shea indicated not advertising, but sponsorship signs or banners.

Commissioner Kremenec said she couldn't support the request, stating the area is a natural area and should be kept that way. Park land should be park land, and not for sale or rent to private business. She thought it different than a sponsorship, where the District has programs and allows banners at SRC, the pool, and the baseball fields because kids or users benefit. She asked at point do we say it's allowable for one but not another. She didn't think that the District should put private signs on public property. She also thought, depending on Board consensus, that \$100 was too low a fee. Commissioner Tobin said Commissioner Kremenec touched on some of the things he was thinking. The company could place a banner at SRC. There are other opportunities with what the District already offers. He also thought the dollar amount was too low. He mentioned having to have staff weed-eat the area. Commissioner Kremenec said she liked Commissioner Tobin's suggestion of placing an advertising banner at SRC or the baseball fields, which she would definitely support. Director Shea mentioned the company has had a banner at the pool before. Commissioner Castro reminded everyone that we put signs at the intersection near Ellwood House, inquiring whether we have a policy. Director Shea responded in the affirmative, but there are time limits. Political signs are not allowed. Commissioner Castro asked whether there were other locations where we put signs. Director Shea responded at the SRC, the pool deck, baseball fields, and the tee boxes at the golf course. The Board consensus was to decline the request.

d. Action on Board Meeting Schedule for Fiscal Year 2025

Commissioner Castro made a motion to approve the Board Meeting Schedule for Fiscal Year 2025, seconded by Commissioner Tobin.

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

- e. **Action on Contract Extension Agreement with Teamsters Local Union No. 330**
Commissioner Tobin made a motion to approve the one-month extension of the existing collective bargaining agreement with Teamsters Local No. 330. This extension will enable our staff and legal representatives to commence bargaining discussions on Monday, March 4, 2024, seconded by Commissioner Castro.

Commissioner Tobin asked how many members are covered under the agreement. Director Shea indicated 13-14 full time employees, which is about half of our full time staff, plus the seasonal and part-time employees. This includes the parks maintenance, seasonal employees, golf maintenance, and janitors.

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

- f. **Action on Ordinance 24-02: Budget & Appropriation Ordinance for the Fiscal Year Beginning March 1, 2024, Ending February 28, 2025**
Commissioner Tobin made a motion to approve Ordinance 24-02: Budget & Appropriation Ordinance for the Fiscal Year beginning March 1, 2024, ending February 28, 2025, seconded by Commissioner Castro.

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

- g. **Action to Approve the Operating and Capital Budget Document for the Fiscal Year Ending February 28, 2025**
Commissioner Krmeneć made a motion to approve the Operating and Capital Budget document for the Fiscal Year beginning March 1, 2024, ending February 28, 2025, seconded by Commissioner Tobin.

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

- h. **Action on District-Wide Paving Engineering Services for FY25**
Commissioner Krmeneć made a motion to approve the proposal from ARC Design Resources Inc. for engineering and design for the District's Fiscal Year

2025 paving program for the not-to-exceed price of \$27,700.00, seconded by Commissioner Tobin.

Commissioner Krmeneč inquired whether the Nature Trail paving would be an overlay, concerned about the gullies and uneven surfaces. Superintendent Emken said in general, it would be an overlay, but there would be repairs for root intrusions and collapse. He also shared that there a significant gravel base because of the former railroad tracks. It's been discussed with the engineers. Commissioner Krmeneč then asked whether they would grind the current surface; Mr. Emken didn't believe so. Commissioner Castro asked where the Nature Trail started and ended, to which Mr. Emken indicated from FNBO bank to First Street. Commissioner Tobin added it's the trail for the 5ks that start in the park.

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

i. **Action on Cart Path and Water Irrigation Line License**

Commissioner Krmeneč made a motion to approve the Cart Path and Water Irrigation Line License, seconded by Commissioner Tobin.

Commissioner Krmeneč asked whether the amount we've held back covers the costs. Director Shea said we've held 10% of the project total, \$180,000, which is more than enough.

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

VIII. Financial Reports

Commissioner Tobin made a motion to accept the monthly financial reports presented in February 2024, seconded by Commissioner Castro.

Commissioner Tobin asked if FOIA requests are always turned around the same day, to which Director Shea indicated no.

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

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

e. FOIA Report

IX. Open Comments from Commissioners and Director

Commissioner Krmeneč and Grada had no comments. Commissioner Castro thanked Director Shea for the hard copy board packets, saying he appreciates the flexibility. He also thanked the staff for all they do. Commissioner Tobin asked whether the golf courses have been busy. Director Shea said yes, so much that more revenue is being added to the end of FY24. Director Shea thanked the staff and Commissioner Castro for attending IPRA conference. He thanked the staff, who have all been with the district for the entire FY, and the new commissioners for their first-time budget process participation. He updated the Board on establishing a 501(c) 3 foundation. The District filed the articles of incorporation for the DeKalb Parks Foundation, completing step one of five. There will be RFPs and other items coming forward in the next few months for board approval. The Spring Brochure will be out in the next few weeks and pool plan updates are being posted to the website. He was looking forward to FY25.

X. Adjourn Public Meeting

Commissioner Castro made a motion to adjourn the meeting, seconded by Commissioner Tobin.

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

Meeting adjourned at 7:21 p.m.