

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**April 25, 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.

**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 (Lauterbach and Amen), Dave Kessen, Mike Siefken, Cindy Slinkard, 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, and Grada. Nay: None. Absent: None. (4-0-0)

**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 March 28, 2024
- b. Executive Session Minutes of March 28, 2024

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

**IV. Public Comments**

None.

**V. Communication**

a. **Correspondence from Patrick Fagan**

Commissioner Grada read a letter from President Fagan, who submitted his resignation from the Board effective April 24, 2024 due to unforeseen future

obligations. Commissioner Grada stated the board would need to appoint someone to fill the remainder of the term. The Board discussed the appointment, agreeing to advertise the vacant position and interview potential candidates.

## **VI. Old Business**

### **a. Discussion on Hopkins Pool Replacement Project Update**

Director Shea provided the Board the latest update on the pool project. Mr. Leppert from IHC was unable to attend the meeting due to personal circumstances, but Stephen Nelson of Larson and Darby was in attendance. At the last board meeting there was a new, revised visual of the pool layout presented, with the understanding that there was still missing information regarding the exact utility location, the water main and sanitary line, electrical lines, and additional information regarding the civil engineer's scope of work. The information became available the previous week, but was not in the District's favor. There are electrical needs that must be addressed, including the pump room, the slides, and the locker room area. Additionally, the water main and sewer sanitary line will have to be replaced and investigated. The sanitary line is the original, 91-year old clay tile line. The water main and sanitary line are not in a favorable location: they run under the slide tower and the footings. If there was an issue with either of them, the repair cost would be substantial, given that the recent SRC water main break repair was \$22,000, not including the asphalt repair, which is not yet completed. There is more investigation required. Staff need to review the pool layout and some things must change. IHC and Larson and Darby will review the information and come back with a different scope of work. Perhaps moving the slide towers, moving the guard offices, and shrinking the pool in the new design. But the majority of the pieces are still there. We know we need an admin office, entryway, and a pump house. The mechanical drawings and the layout won't really change and neither will the locker rooms. We want the project to be done correctly. The pool is from the 70's, it's had a great life, but we'd like it have another 50 years. Staff need time to review the situation. The question is how much of a delay this will be. The goal is still having a pool for summer 2025. Mr. Nelson added that we want to do this right. The next meeting will be to review the information and how to realign the parts to save money and not have improperly located sanitary and sewer lines, and build a solid aquatic facility for the community.

Commissioner Castro reminded everyone that last month he asked the question of what could go wrong. What he is hearing is this won't stop us, but is a delay. He asked what else we don't know. This is the time to sit down and think about every single little thing. Director Shea said he thought we discovered this at the

right time, before construction started. We can still modify the project to meet the needs of our budget and public. The timing is unfortunate, but if construction had already started before discovery, the cost of the project would have increased. The layout will probably change to accommodate the budget. Commissioner Castro added that he hopes this is something we learn from, asking what else do we not know. We can't have more bumps in the road. Mr. Nelson stated that the team, not just Larson and Darby, but the District, too, are doing their due diligence, which is why this is taking extra time. There's always a chance they will find something that nobody knows is there. Mr. Leppert is carrying a contingency line in the budget for that reason. They are trying to identify as much as possible before breaking ground. Commissioner Grada stated that anytime you rebuild an older structure, it is not uncommon to find problems. From what he's heard, the majority of potential tripping stones have been passed. Commissioner Tobin asked if the electrical service was impacting the entire building or the pump house, to which Director Shea said he was uncertain. He further inquired whether the sanitary line was just for the pool or the building, too, and once the project starts for the water main, how long it would be shut down. Mr. Nelson indicated hopefully only for a day or two, adding that infrastructure is the biggest hurdle. Infrastructure is where the issues are occurring. It must be done correctly so the pool works properly. Director Shea added that this won't affect rentals. All timelines will be re-evaluated so it won't impact this building's operations.

**b. Speer Financial- GO Park Bonds (ARS), Series 2024B: Financing Model Presentation**

Aaron Gold of Speer Financial outlined for the Board the preliminary pool project financing model. He explained the District's total debt capacity constraints, the debt service extension base specific to the District based on the annual rollover bond, the full view of the financing model, by year, for the Alternate Revenue Source (ARS) bonds, and the debt service schedule. The bond issue is sized to generate \$9M in net new money, with the first call date on March 1, 2033. He finished with the ARS financing timetable, highlighting the authorizing ordinance, BINA public hearing, tentatively set for 6/27/2024, adoption of the ARS bonds ordinance, tentatively set for 7/25/2024, and the tentative closing on 8/8/2024. Director Shea indicated that he has been meeting regularly with Mr. Gold and District staff members, including Superintendent Emken and the Lauderbach & Amen team, so everyone has been included in the discussions. Commissioner Krmenc inquired whether the District can prepay the principal. Mr. Gold indicated not before the call date, otherwise it would need to be put in escrow on a taxable basis.

## VII. New Business

a. **Action on Approval of the Golf and Rental Facility Operations Assistant Full-Time IMRF Position**

Commissioner Tobin made a motion to approve the Golf and Rental Facility Operations Assistant Full-Time Position, seconded by Commissioner Castro.

Commissioner Castro asked if we already approved this in the budget, whether this was a formality. Director Shea explained that because this a policy change and the addition of a position, it must be approved by the Board. The funds for the position were approved with the budget. The Board approves full-time positions and changes to the organizational chart.

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

b. **Action on Revised Personnel Policy 1-17 on Grade and Salary Schedule for Full-Time Staff**

Commissioner Tobin made a motion to approve revised Personnel Policy 1-17 on Grade and Salary Schedule for Full-Time Staff, seconded by Commissioner Castro.

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

c. **Action on Administrative Policy 300.13: Athletic Facility Rental Policies**

Commissioner Tobin made a motion to approve and adopt Administrative Policy 300.13: Athletic Facility Rental Policies, seconded by Commissioner Castro.

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

d. **Action on Administrative Policy 300.21: Recreation Athletic Affiliate Organization Qualifications**

Commissioner Tobin made a motion to approve and adopt Administrative Policy 300.21: Recreation Athletic Affiliation Organization Qualifications, seconded by Commissioner Castro.

Commissioner Tobin mentioned that the policy is for youth and adult, but only youth is stated in the document. Director Shea said the updated packet indicated youth and adult, which changed from the original. Commissioner Castro mentioned that the policy states that prior to entering into any affiliate agreements, an MOU will be created and presented to the Board of Commissioners for approval. He asked why this just isn't a template and staff takes care of it. Director Shea said all contracts and agreements must be

approved by the Board according to policy. He provided the example of the AYSO agreement negotiations. There is a template to follow, but the Board has final approval, making sure the agreement considers our mission and vision. Commissioner Tobin added that both the AYSO and the park district have boards, so they need to come together for an agreement. Commissioner Castro said he understood, but this is the kind of agreement he would let staff handle, but understands there is a policy.

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

e. **Action on Contract with Upland Design for Master Planning Services for League of Women Voters Park**

Commissioner Tobin made a motion to approve the contract with Upland Design for Master Planning Services and OSLAD Grant preparation at League of Women Voters Park in the amount of \$21,300.00 plus reimbursable expenses, seconded by Commissioner Krmeneć.

Commissioner Grada said that he recalled because we are in a distressed area, we are eligible for full OSLAD grant reimbursement. Mat Emken confirmed the eligibility for the full \$600,000 maximum without providing a match. Commissioner Castro commended the staff for having a schedule of parks to review.

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

f. **Action to Accept the Proposal from Chapman and Cutler LLP for Bond Counsel Services**

Commissioner Castro made a motion to approve the proposal submitted by Chapman and Cutler LLP of Chicago, IL, for Bond Counsel Services on behalf of the DeKalb Park District. The proposal encompasses professional fees for the period spanning from April 2024 to April 2027, seconded by Commissioner Tobin.

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

g. **Action to Approve Project 1879 Ellwood Mansion Door and Window Refurbishing**

Commissioner Krmeneć made a motion to approve the Base Bid Item 3 from Thoughtful Craftsmen in the amount of \$125,860.00, seconded by Commissioner Tobin.

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

h. **Action to Approve Change Order 1 for the Project 1879 Ellwood Mansion Door and Window Refurbishing Project**

Commissioner Tobin made a motion to approve Change Order 1 from Thoughtful Craftsmen for the Project 1879 Door and Window Refurbishment Project, reducing the contract total by \$30,708.00 to \$95,152.00, seconded by Commissioner Castro.

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

### **VIII. Financial Reports**

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

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

- 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 Tobin thanked Director Shea for helping break things down and running a solid meeting. Commissioner Grada said he enjoyed how many people attended the Earth Day cleanup. There was not as much trash as he expected. The park is looking really good, especially the area near the creek, where invasives have been removed. There is pretty stuff popping up. Commissioner Krmeneć expressed her gratitude to Director Shea for what he has done for this park district and this community over last three years. It's been a heavy lift. Especially what's been accomplished from the capital improvements standpoint in just three years, and we now have the pool on the horizon. She said look at the morale of the staff and she has noticed a different attitude and investment in pride in the park district. The community really appreciates what he has done. She wanted him to know the impact he has had. Commissioner Castro said two days ago he learned about Pat leaving, which made him sad, since he had limited interaction with him. Second-he joined the board and one thing he wanted was to work with John, and everyone, which he got less than a year and was counting on fifty. He was sad to see John go but knows this is an opportunity for him. He believed changes and transitions are opportunities. He'll be working magic in a

different place. John set the bar high, and we'll aim even higher Thank you and best of luck. Director Shea said the first thing he had to say was with the President's departure, someone needed to be able to sign checks. Commissioner Grada was added to the FNBO account to sign payroll and AP checks. That has been approved. Commissioner Grada is now an authorized signer on the account. Director Shea said he appreciates everyone's kind words. In his three years here, we have accomplished a lot, but it really goes out to staff. He has learned so much from them. We have grown: we've added positions and we modified some. Two of the board members here tonight were on the Board that hired me - so thank you. He wished everyone the best of luck. Staff are in great hands and he is only a phone call away. He appreciates what the staff and board taught him, he will miss DeKalb, and thanked everyone again.

#### **X. Closed Session**

**The Board will enter a Closed Session to discuss:**

- a. **Personnel- 5 ILCS 120/2(c)(1)**
- b. **Collective negotiation matters between the public body and its employee or their representatives- 5 ILCS 120/2(c)(2)**
- c. **Closed Session Meeting Minutes Discussion- 5 ILCS 120/2(c)(21)**

Commissioner Tobin made a motion to go into closed session under Section 2(c)(1), 2(c)(2) and 2(c)(21) of the Open Meeting Act at 6: 53 p.m., seconded by Commissioner Castro.

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

#### **XI. Reconvene Open Meeting**

Commissioner Castro made a motion to return to open session at 8:32 p.m. Commissioner Tobin seconded the motion. Motion carried by voice vote.

#### **XII. Adjourn Public Meeting**

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

Motion carried by voice vote.

Meeting adjourned at 8:33 p.m.