

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
April 27, 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. Krmeneč, and Treasurer 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 & Administrative Assistant Jennifer Anderson, Mike Siefken, Cindy Slinkard, Austin Sands, Dave Kessen.

II. Action on the Agenda

Commissioner Krmeneč made a motion to approve the agenda, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Krmeneč, Young, Grada and Fagan. 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 23, 2023
- b. Executive Session Minutes of March 23, 2023

Commissioner Young made a motion to approve the agenda with an amendment to page 7 to correct the numerical voting record on Ordinance 23-02 from 5-2-0 to 3-2-0, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Krmeneč, Fagan, Young and Grada. Nay: None. Absent: None. (4-0-0)

IV. Public Comments

Matthew Beamsley planned to address the Board, but had to step out of the meeting. Director Shea indicated his letter would be shared though email and he will speak at the next meeting.

V. Old Business

a. Action to Rescind Approval to Purchase of a John Deere 5067E Utility Tractor

Commissioner Grada made a motion to rescind approval for the purchase of a John Deere 5067E tractor in the amount of \$42,000.00, seconded by Commissioner Young.

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

VI. New Business

a. Discussion on Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1

President Fagan mentioned the possibility of recruiting former board members to serve on the committee.

b. Discussion Request for Proposals for Legal Services

Commissioner Krmeneč indicated in the proposal reviews she thought one company would not be the best fit due to their background and experience. The fees proposed are comparable, with a \$25/hour difference between the lowest and highest partner rates. After review, her recommendation was to stay with Ancel Glink. She said that that she saw a lot of times the District was doing business repeatedly with same firms, and thought we should do our due diligence in seeking competition. When she looked at their proposal and what we have done with them, she thinks they offer a level of expertise in park district matters. They are the author of the Illinois Park District Handbook, which is *the* resource used by park districts across the state, as well as the Illinois Park District Financial Procedures Guide. The most important point is that Ancel Glink is very knowledgeable about the District's history; real estate, tax levies, elections, personnel, and other matters. This knowledge base is very big asset to the District. Commissioner Grada said he concurred with commissioner Krmeneč on all points. He thinks there is an advantage of staying with a known entity. Commissioner Young agreed as well. He felt they had a good presentation; they have a lot of knowledge and history with us. He said he would defer to President Fagan if there were anything he has seen recently in dealing with them. President Fagan said the only shortcoming is a problem with return phone calls. With that said, money-wise, there is not much of a difference. Ancel Glink did step up to the plate and brought someone else in to better represent the District. They know our history. Director Shea pointed out that a contract can be broken at any time per state statute if there are issues with any legal firm we decide upon. President Fagan added that if we did hire another firm, we would have to pay them to get up to date.

c. Discussion of Administration Policy Updates

Commissioner Grada suggested adding tee sign advertising at the disc golf course, too. Some at the course are outdated and should be replaced. Director Shea added the disc golf signs are very faded. It is on the staff's radar to update those.

d. Discussion on Request for Qualifications for Construction Manager at Risk to Oversee the Renovation and Reconstruction of Hopkins Park Pool

President Fagan asked if the Board makes the decision on which firm to go with. Director Shea indicated that staff will provide a recommendation. President Fagan asked about whether the background on fees would be provided; we already know what the percentage costs would be from the estimate. Director Shea said some of the fees were already built in an estimated cost of \$8.5M for the pool. It is a percentage-based contract. Commissioner Young asked whether the costs would be provided for only the two firms tentatively chosen by the staff. Director Shea responded affirmatively. Commissioner Young further questioned if the numbers are too high, don't they have to be within the range of what was listed as the max, they cannot exceed that. Director Shea responded that the not-to-exceed number won't come into play until we receive the entire bid package. We don't have the entire pool spec'd out yet. The price right now is estimated. The not-to-exceed is for the overall scope of the project.

Commissioner Young confirmed with Director Shea that the firms initially selected were based on the package submitted, not price. Director Shea said it was based on their qualifications. Mr. Young asked if the price were too high for these firms, would then the second tier or group be considered. Director Shea said yes, the next ranked firm would be considered. Commissioner Young said if it was just based on the dollar amount, if the numbers are close, I would say go with local company Irving. Director Shea said the selection is based on qualifications, not price. That is why a Request for Qualifications was issued, rather than a Request for Proposals. In regard to the comment last month about bidding, trying to hire local businesses, that unfortunately does not apply to park districts- only to municipalities, according to state statute. President Fagan asked since these companies are applying for construction manager at risk and they also do construction, where is the line on this. Director Shea said it depends on how the contract is written. Based on experience, because these are publicly bid projects, a company can bid on the work. If they are the construction manager at risk and the company is also the lowest bidder for a project, they can do also the work. President Fagan stated then that potentially one of these companies could be the construction manager but another one bid and do the work.

Commissioner Kremenec said that there seems to be a direct conflict of interest if a company is managing the project and then they are also bidding on the work.

Director Shea said he will get better clarification from legal counsel as we get closer to bid.

e. Action on Resolution 23-01: A Resolution to Release Closed Session Minutes

Commissioner Krmenech made a motion to approve Resolution 23-01: A Resolution to Release Closed Session Minutes, seconded by Commissioner Grada.

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

f. Action RKM Fireworks Contract for the 2023 DeKalb Fourth of July Celebration

Commissioner Grada made a motion to approve the contract with RKM Fireworks Company in the amount of \$20,000 for the 2023 Fourth of July fireworks display, seconded by Commissioner Young.

Commissioner Young said that in the past there was discussion on potentially moving the fireworks because of the tree line. Has there been any investigation into maybe SRC; is this still the best location? President Fagan said that's a good question, and he has been approached by the mayor regarding location, he will pass this to John to because he can answer this better than anyone else. Director Shea said when you think of the 4th of July- you think of BBQ, hot dogs, brats, and in DeKalb, the band shell and municipal band. The District starts at 6am and is there until midnight. You want to showcase your premier park site, which is Hopkins. There may be some issues with parking but look how many line up along Sycamore Road. There are traditions here-and if we are spending all day setting up for fireworks, they should be on our property. There is connectivity here, through the roads, through the pathways. At SRC, there are often drainage issues on the fields, there is not enough parking on site, and you may need to add transportation. Hopkins is also a central location. There are bathrooms here (in the admin building) and in the shelter. The new playground is coming. He truly believes for history and passion of the community; Hopkins Park is the best location. Commissioner Young said he agreed, and that was the perfect answer. President Fagan added that this stemmed from the City of DeKalb and commented on whether it is the City of DeKalb fireworks or the Park District fireworks. The comments were mostly on the airport-his question was if we went ahead and said go ahead and have yours, we will have ours. There is the logistics of picnic tables and port-a-potties. Cost at an airport would be high. Currently, the cost is about \$1000 per minute for just the fireworks. If they were moved to the airport, how much additional money would that be? Commissioner

Grada brought up when Cornfest was moved to the airport. Commissioner Krmeneč commented that people disliked Cornfest at the airport.

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

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

Commissioner Young made a motion to approve the changes to personnel policy 1-17 on Grade and Salary Schedule for Full-Time Staff, seconded by Commissioner Grada.

Commissioner Young said he thinks it was time this be assessed, both for current retention and future recruitment. We want to be competitive. Our employees need to be treated well and have respect. This is not a guaranteed raise but says a lot to staff.

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

h. Action of Marketing Coordinator Job Description Updates

Commissioner Young made a motion to approve and accept the Marketing Coordinator Job Description changes, seconded by Commissioner Krmeneč.

President Fagan said titles are just titles. He doesn't understand why we need to turn this into a management position if there is no one underneath them at this time, or if so, it is a part time individual. Director Shea said he is looking to the future. If this person left, the current job title may not attract a sufficient number of nor the proper applicants. There is a title of manager for other staff that do not supervise other employees.

Motion carried by roll call vote. Aye: Krmeneč, Grada, Young. Nay: Fagan. Absent: None. (3-1-0)

i. Action to Approve the OSLAD Grant Agreement to replace the accessible playground at Hopkins Park

Commissioner Young made a motion to approve the OSLAD Grant Agreement to replace the accessible playground at Hopkins Park and waive the 50% Advanced Payment option, seconded by Commissioner Grada.

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

j. Action to Approve Upland Design Extra Work Authorization

Commissioner Krmeneć made a motion to approve the Extra Work Authorization for Upland Design to complete the Hopkins Park OSLAD project in the amount of \$18,800.00, seconded by Commissioner Grada.

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

k. Action to Approve Contract with Upland Design for Professional Services for the Replacement of Hopkins Park Tennis Courts.

Commissioner Krmeneć made a motion to approve entering into a contract with Upland Design to provide professional services for the replacement of the tennis courts at Hopkins Park in the amount of \$28,600.00 plus reimbursable expenses, seconded by Commissioner Young.

President Fagan asked how long will it take to remove the old tennis courts and put in the new. Mat Emken said he would hope we could be putting them in early fall. President Fagan asked how long from that point and Mr. Emken responded perhaps a month, from start to finish. Director Shea added that it also will depend on product availability. Post-pandemic, it may be safer to say 2 to 2 ½ months.

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

l. Action on City of DeKalb Outdoor Special Event Permit for 2023 Music at the Mansion

Commissioner Grada made a motion to approve staff to apply and obtain a City of DeKalb Outdoor Special Event Permit for the alcohol sales during the 2023 Music at the Mansion Concert Series, seconded by Commissioner Young.

President Fagan asked whether there would be food trucks. Director Shea said we will be doing the food ourselves, like hotdogs, burgers, and maybe a specialty item each week. Food trucks typically want to guarantee a certain amount in sales. Staff do not want to take that risk. Commissioner Krmeneć inquired whether another permit will be required for food, to which Director Shea responded yes.

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

m. Action to Approve Travel, Meals, and Lodging Forms for Staff and Board

Commissioner Krmeneč made a motion to approve the Travel, Meals, and Lodging forms for Staff and Board, seconded by Commissioner Grada.

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

n. Action on Project 1879 Window Restoration

Commissioner Grada made a motion to reject the bid from Berglund Construction Company, seconded by Commissioner Young.

When President Fagan asked who our architectural team was, Mat Emken responded Sullivan Preservation. All they do is historical buildings. Staff talked to some contractors present at the pre-bid. Some did not submit a proposal because they thought their bid would be too high.

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

o. Action on Project 1879 Electrical Rewiring

Commissioner Krmeneč made a motion to approve the bid from Elburn Electric in the amount of \$47,292.34 with an additional \$5,335.00 in contingency funds for unforeseen circumstances, for a total not-to-exceed price of \$52,627.34, seconded by Commissioner Young.

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

p. Action on Sports and Recreation Center Field House Divider Curtain Replacement

Commissioner Grada made a motion to reject the bid from H2I Group, seconded by Commissioner Young.

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

q. Action to Approve the Purchase of a Fairway Mower

Commissioner Young made a motion to approve the purchase of one Fairway Mower from Revels Turf and Tractor in the amount of \$64,403.60, seconded by Commissioner Grada.

President Fagan asked the brand. Mr. Emken indicated it was John Deere, with the other brand being Toro.

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

r. Action to Approve the Purchase of a Triplex Mower

Commissioner Young made a motion to reject both bids for the triplex mower for Buena Vista and approve intent to purchase for FY25, seconded by Commissioner Grada.

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

s. Action to Approve the Purchase of a Heavy-Duty Utility Vehicle

Commissioner Grada made a motion to approve the purchase of one Heavy-Duty Utility Vehicle from Revels Turf & Tractor in the amount of \$31,264.88, seconded by Commissioner Young.

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

t. Items over \$10,000

i. Action to Approve the Purchase of a John Deere 5075E Utility Tractor

Commissioner Young made a motion to approve the quote from John Deere Co. through DeKalb Implement for the purchase of John Deere 5075E Utility Tractor in the amount of \$41,671.39, seconded by Commissioner Grada.

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

ii. Action to Authorize Staff to Purchase a Used Mechanic's Truck

Commissioner Grada made a motion to authorize staff to shop for and purchase a used mechanic's truck, not to exceed \$56,874.00, seconded by Commissioner Krmenech.

Commissioner Krmeneč asked who makes the decision on the actual purchase. Director Shea said he and Mr. Emken will have a discussion. He will make sure we get the right fit for the District's needs.

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

VII. Financial Reports

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

Motion carried by roll call vote. Aye: Grada, Krmeneč, Fagan, Young. 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**

VIII. Open Comments from Commissioners and Director

Commissioner Krmeneč indicated, as she had said previously, that she was glad to see the equipment purchases coming before the Board early in the fiscal year. She is also pleased to see the Construction Manager for the pool moving forward. Commissioner Grada said he was very pleased that this past Saturday 30 people came out for park cleanup in the little blizzard. Commissioner Young said he always believed in citizenship and politicians at the local level, all politics is local, and said it is a great thing. The staff are the key. He was glad for passing the rates and new schedule. When you come into an agency and assess things, and when you leave, you hope things are better. After 14 years, that is definitely the case. It has been an honor to serve. President Fagan said with that, thank you to Commissioner Young for 14 years of service. Director Shea said thank you to the Board, we will keep moving forward, and thanks to staff. We have done a lot in the first two months of this fiscal year and summer is upon us. To Commissioner Young, it has been a pleasure working with you. I appreciate the opportunity and everything you have done for the District.

IX. Adjourn Public Meeting

Commissioner Grada made a motion to adjourn the meeting, seconded by Commissioner Young.

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

Meeting adjourned at 7:25 p.m.