

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**February 6, 2020**  
**Ellwood Visitors Center, DeKalb, IL**

**Public Meeting**  
**6:00 p.m.**

**I. Meeting Call to Order:**

President Phil Young called the meeting to order at 6:01 p.m.

**Roll Call**

**Board members present:** President Phil Young, Commissioner Gail A. Krmenech, and Commissioner Doug Eaton.

**Board members absent:** Commissioner Dean Holliday, and Commissioner Dag Grada.

**Staff Members Present:** Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Recreation Greg Bruggeman, Superintendent of Golf Steve Moore, Accounting & Administrative Assistant Jennifer Anderson, Rachel Schmit, Wendy Hayes, David Kessen.

**II. Action on the Agenda**

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

**III. Public Comments**

**IV. Old Business**

**V. New Business**

**a. Discussion of Board Policy on Public Comment**

President Young presented the District's attorney suggestions to standardize the public comment rules. The document, as it stands, is a template from legal counsel.

Commissioner Eaton and Commissioner Krmenech mentioned a few items should be worded differently to make it clearer. President Young agreed and asked staff to send it back to legal to be changed and brought back to the next meeting.

**b. Discussion on Board Terms**

President Young discussed that the DeKalb Park District is an outlier as far as elected officials' length of term. A reduction from a six-year term to a four-year term may help with recruitment, let the park district have more people rotating through, and match many other Illinois elected terms. Current board members would serve their terms as they stand. If changed, the next election cycle would be a four-year term.

Commissioner Eaton noted the next election would only be for two people, but the one after would be for three, making it a majority. President Young agreed and said next election cycle both would be running for four-year terms. Both Commissioners Eaton and Krmenek were in agreement to move to four-year terms.

**c. Discussion of Merit Pool**

Director Doll discussed the salary increase pool as presented in the board packet. Commissioner Krmenek confirmed the evaluation period was March 1<sup>st</sup> through the end of February 2020. She had concerns about paying employees merit pay at the end of the year without them knowing at the beginning of the rating period that is how they would be compensated. She was fine with the 1.5% across the board, but felt goals are a part of doing your job and should not be included as a base pay increase.

Commissioner Eaton expressed that he does not want to be in a position where we are docking employees just because we didn't tell them of the merit ahead of time. He is in favor of the 3% across the board especially since others are getting that.

President Young said that commissioners seem to be in agreement about the 1.5%, but that brings up the topic of whether the Board should be addressing it as a cost of living adjustment. Commissioner Krmenek thought any increases beyond a COLA should be based on performance, as evaluated on a rating scale. For example, if you get a 4 on the evaluation, you get a 1% bonus or if you get a 5, you get an extra 2% over and above the cost of living adjustment. This would be a bonus, but not added to the yearly base pay.

Commissioner Eaton stated that if 3% across the board is too high, possibly make it 2% across the board. If COLA is 1.6%, he would hate to give less than that at the 1.5%.

**d. Discussion of Board Meeting Schedule for FY 2021**

President Young confirmed with Executive Director Doll that these dates would still be able to be changed if this schedule was passed.

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

Commissioner Krmeneč stated that for 200.3 we need to specify what locations are allowed to have petty cash. She feels the only locations that would need it, based on previous discussion, would be the Terrace Room and golf courses. She also wanted to verify the time frame and felt it should be reconciled more often than once per month. For policy 200.10, she does feel a lot can be handled as procedures, but also feels the board needs to know what those procedures are. Also, for checks and balances, all reports are to the Superintendent of Finance, which does not seem like independent checks and balances. She does not like having the invoice approvals as part of the consent agenda. If the board wants to question any invoices, it would have to be removed from the consent agenda to be voted on separately.

Commissioner Eaton agreed on policy 200.3 with spelling out locations and increasing the timeliness of the reconciliation of the \$50 petty cash. In terms of the written procedures, he understands Commissioner Krmeneč's point, but also feels the daily procedure steps should be left to the staff. He also agreed with Commissioner Krmeneč about the invoices not being on the consent agenda. He said he would still like to get the report, but not to approve open invoices ahead of time as it interferes with timeliness of paying bills. President Young added to keep it in the report section as a separate item, but not for voting.

There was also some discussion of the spending limits in the purchasing policy and President Young asked for more information.

President Young asked if these policies have been reviewed by our attorneys or auditors. Superintendent Collins stated that the new policy 200.10 is essentially what GFOA recommends. Staff also researched what other districts have in their policy. The auditors do an assessment of the internal controls during the annual audit.

**f. Discussion of Engineering Proposal for River Heights Golf Course**

President Young wanted to know if we should go with this firm versus issuing an RFQ. Executive Director Doll stated an RFQ would require a lot of time to put together a list, allow a couple of weeks to get responses, and a month for interviews or research. Once the top firm was selected, staff would then negotiate with them. If we are going to move forward with cart paths, the option without the RFQ would move much more quickly. President Young asked what the last major project we used IMEG for, and how long we have worked with them. Executive Director Doll stated we last used them for the sled hill and paving, and the District has worked with them since before she arrived.

Commissioner Eaton asked if the prices that are being quoted seem reasonable or if there was a way we can compare. Overall, his stance has been that we really need to support our golf effort.

Commissioner Krmeneč concurred with Commissioner Eaton that we need to

move on this. She wanted to know if we would be provided the data they are collecting. Since we have a new GIS computer, we should receive the data in a compatible format. Director Doll said that she would confirm these remaining items before the final approval of the contract.

**g. Approval of Resolution 20-01: A Policy for Handling Complaints of Sexual Harassment**

Commissioner Krmeneč made a motion to approve Board Resolution 20-01: A Resolution Adopting a Policy for Handling Complaints of Sexual Harassment Made by One Elected Official Against Another Elected Official, seconded by Commissioner Eaton.

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

**h. Approval of Changes to Personnel Policy 4-13: Policy on Victims' Economic Security and Safety Act (VESSA)**

Commissioner Eaton made a motion to approve revised Personnel Policy 4-13: Policy on Victims' Economic Security and Safety Act (VESSA), seconded by Commissioner Krmeneč.

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

**VI. Executive Session**

Commissioner Krmeneč made a motion to go into executive session under 2(c)1 Personnel, seconded by Commissioner Eaton. Motion carried by roll call vote. Meeting closed to the public at 7:23 p.m.

**VII. Reconvene Open Meeting**

The open meeting reconvened at 8:17 pm.

**VIII. Adjourn Public Meeting**

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

Meeting adjourned at 8:18 p.m.