

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
February 20, 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 6:02 p.m.

Roll Call

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Gail A. Krmeneč, Commissioner Doug Eaton 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, Adam Anderson, David Kessen.

II. Action on the Agenda

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

III. Consent Agenda

- a. Public Meeting of January 9, 2020
- b. Public Meeting of January 22, 2020

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

IV. Public Comments

Matthew Beamsley, local resident, expressed his passion and ideas for the District's July 4th festivities. Matthew encouraged the board to select RKM as the District's fireworks vendor.

V. Old Business

VI. New Business

a. Discussion of Updated DCEDC Resolution

Bill Nicklas, City Manager, City of DeKalb presented the updated DCEDC resolution. Paul Borek, Executive Director, DCEDC was present as well. Mr.

Nicklas indicated that there has been serious discussion with the knowledge-based company purchasing the land and constructing a facility just south of Gurler Road. Per the resolution there is an expectation that the company will make a minimum \$800 million investment in the land and facility. There are stipulations with the property tax abatement that the company cannot submit a property assessment objection and they must maintain certain staff and wage levels. If those are not met, then the property tax abatement will be suspended until they are compliant. The City of DeKalb is anticipating that each building on the property will have approximately \$40 million in EAV.

President Young asked how the anticipated \$298,000 were calculated and when it would begin. He also inquired about NIU's research park area. Mr. Nicklas said that they were simply an estimate based on an expected EAV. Also, the land is currently farmland and will need to be rezoned and annexed into the City and Park District. Regarding NIU, Mr. Nicklas stated that the NIU West Campus was not originally in the enterprise zone, but this amendment would add it.

Commissioner Krmenech inquired if the entire \$800 million investment is subject to property taxes. Mr. Nicklas confirmed yes. She inquired about the utility needs of the company and what entity would be covering that expense. Mr. Nicklas discussed that some infrastructure is already in place, that the company or developer would be responsible for some, and that there are State of Illinois grants available for various items. Commissioner Krmenech commented that 50 jobs is not very many jobs. Mr. Nicklas responded that figure is the minimum requirement.

Mr. Nicklas thanked the board and indicated that the sooner the board could make a decision on the resolution, the better. President Young said that he would work with the other board members to see about a special meeting next week.

b. Approval of Ordinance 20-03: An Ordinance Amending Chapter 2, Section 6 – Public Comment Policy of the DeKalb Park District Board Policy Manual

Commissioner Grada made a motion to approve Board Ordinance 20-03: An Ordinance Amending Chapter 2, Section 6 – Public Comment Policy of the DeKalb Park District Board Policy Manual, seconded by Commissioner Eaton.

President Young commented that the Board reviewed this Ordinance at the last meeting and that this will update gaps in the policy on public comment. The language is standard and comes from Ancel Glink.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmenech, Holliday, Young. Nay: None. Absent: None. (5-0-0)

c. Approval of Resolution 20-03: A Resolution to Decrease the Length of Term for Commissioners from Six Years to Four Years

Commissioner Eaton made a motion to approve Board Resolution 20-03: A Resolution to Decrease the Length of Term for Commissioners from Six Years to Four Years, seconded by Commissioner Krmeneč.

President Young indicated that this resolution was discussed at the last board meeting. His hope is that by reducing the length of term, more people will want to run for the board. Current terms will remain as is and this approval will only affect future elections. If the Board passes this resolution, any future request to go back to a six-year term will require a referendum.

Commissioner Holliday agreed that reducing the length of term will help in recruiting more people. Commissioner Grada was not sure if it would help the recruitment, but he felt it could not hurt.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young. Nay: None. Absent: None. (5-0-0)

d. Action on Salary Increase Pool for FY 2021

Commissioner Grada made a motion to approve Salary Increase Pool for FY 2021, seconded by Commissioner Krmeneč.

Executive Director Doll reviewed the details of the proposed salary pool for FY 2021, which were included in the packet.

President Young stated that this topic is often a struggle every year for the Board to agree upon. He inquired what would happen if few employees received an “exceeds expectations” rating and thus not receive the additional 1.4%? Director Doll stated that money would remain unspent and sit in the funds. President Young posed the questions to the rest of the Board: What does the Board ultimately want to do for staff? Guarantee COLA? CPI? Director Doll stated that the 1.6% increase is the Social Security cost of living adjustment. It is possible to use a 2.3% CPI as a benchmark as well. Further, she stated that if staff do not receive at least 1.6%, then employees will take home pay will have less purchasing power than last year. If nothing else, staff should still bring home the same purchasing power.

President Young inquired if other park districts break their raises down in a similar manner. Director Doll said that many just tell us the overall increase, but do not indicate the breakdown.

Commissioners Holliday and Krmeneč indicated that they think the 1.4% proposed for exceeding expectations should be a performance award, and not

included as an increase employee's base pay. Commissioner Krmeneč also stated that the 1.6% for COLA as proposed is generous, since the forecast for CPI 2020 is 1.2%, and for 2019 it was 1.4%.

Commissioner Krmeneč inquired whether employees were told that they would get \$300 for each goal completed this past year? Director Doll stated that employees were not told anything but that they know that this has been done for the last several years and that the decision comes to the board each year. Commissioner Krmeneč asked whether an employee that reaches that maximum salary level in the salary pay band is eligible for pay increases. Director Doll said they are not. Krmeneč stated that if the performance award was implemented then these employees would be eligible for the one-time award.

Commissioner Krmeneč asked whether a newly promoted or recently reclassified employee from one level to another would receive an increase to their base pay. Director Doll stated yes. Commissioner Krmeneč stated she had an issue with that, since these employees just received a salary level increase and then are receiving another base pay salary increase, even though they may have been in that position for only a month. They are receiving an entire year's worth of salary increase despite being in that position for a very short time. She stated she agrees with the 1.4% award, but not as an addition to base pay, only as a one-time performance award.

President Young inquired whether staff were told last year they would be eligible for a \$300 bonus per goal achieved. Director Doll stated they were not told that, but they know it has happened for the last several years. He feels the Board should have further discussions after tonight's meeting about the overall philosophy of raises.

Commissioner Eaton said that he supported a cost of living adjustment as a base so that employees can at least keep their purchasing power the same. He is conflicted about adding the 1.4% for "exceeds expectations" to base rather than giving it as a one-time bonus. If an employee is meeting expectations, then they get better and more efficient at their job and they are value to the Park District. From that standpoint, he wants to give it, based on exceeding the expectations. He asked if the topic could be tabled and the raises could be made retroactive. President Young stated he preferred to have a decision tonight, so that raises were not retroactive since staff are going through the review process now.

Commissioner Holliday expressed that a 1.5% increase is a good increase.

President Young stated that he believes there should be a decision tonight, then more discussion soon about future increase philosophies.

Commissioner Holliday asked if President Young can recall a time when staff did not receive a 3% pool? President Young stated that there were years that the

pool was less than 3%, but it has never been zero.

Commissioner Eaton inquired as to what would happen if the Board voted no tonight. President Young said the staff would not get raises until the Board addressed this topic and voted again.

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

e. Action on Board Meeting Schedule for FY 2021

Commissioner Grada made a motion to approve the Board Meeting Schedule for FY 2021, seconded by Commissioner Eaton.

Director Doll explained that board meetings would be the first and third Thursday of the month, except June, July, August. During those summer months, there is only one meeting on the third Thursday of the month. Additionally, the first March meeting would be moved to the first Wednesday of the month due to a scheduling conflict.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young. Nay: None. Absent: None. (5-0-0)

f. Action on Engineering Proposal for River Heights Golf Course

Commissioner Grada made a motion to accept the proposal from IMEG, Inc. for work at River Heights Golf Course in the amount of \$34,150, seconded by Commissioner Eaton.

Director Doll explained that the proposed capital project includes draining and cart paths at River Heights. Staff requested some updates from IMEG based on the last board meeting. The District will own the data and the work would provide for continuous cart paths. Staff also reached out to others in the field to confirm that the IMEG proposal was competitive and was told it looked very reasonable.

President Young wanted to confirm that the files will tie into our GIS system. Director Doll said that staff will tell IMEG the specific file type needed so that it is usable.

Commissioner Krmeneč asked if this approval includes any of the alternates outlined in the IMEG proposal. Director Doll said no; this approval is only for the base proposal and price.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young. Nay: None. Absent: None. (5-0-0)

g. Action on Contract for BV Irrigation Project

Commissioner Grada made a motion to authorize staff to enter into a contract with Midwest Irrigation to procure and install the new Buena Vista pump station for the base bid amount of \$148,800, seconded by Commissioner Krmeneč.

Superintendent Emken discussed that EC Design created bid specs for the pump station at Buena Vista, which included base bid specs (demo, procure, and install a new station). There was also an alternate option for a two-year extended warranty. Bids received were higher than anticipated. Staff recommend accepting the base bid from Midwest Irrigation, but decline the two-year extended warranty. Mr. Emken stated that the Park District can defer the sealcoating and patching at River Heights and Buena Vista. By deferring the sealcoating, it will be done at the same time as the new cart paths next year, so everything will look even.

Commissioner Eaton and Commissioner Krmeneč discussed that if paving the front nine at River Heights comes in under budget, then there may still be enough money to do the paving and sealcoating at the courses this year.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young. Nay: None. Absent: None. (5-0-0)

h. Action on Contract for Fireworks Vendor

Commissioner Grada made a motion to authorize staff to enter into a contract with RKM Fireworks Company for the 4th of July Fireworks, seconded by Commissioner Eaton.

Superintendent Bruggeman said that staff issued an RFP for fireworks and received two responsive proposals. After careful review, staff are recommending RKM for several reasons. First, it's standard to put your District's firework budget in the RFP. Mad Bomber's proposal is \$20,000, which is \$5,000 over the District's budget. Second, more of the shells from the Mad Bomber's proposal were only 1 ½ inch shells; those do not get the height the District is seeking. RKM's proposal had larger shells and will get more height. Finally, the District has a great relationship with RKM, they work well with the Municipal Band, and meet the District's insurance requirements. The City of DeKalb will reimburse \$7,000 of the total. Staff will ask the City to reimburse more in future years.

Commissioner Krmeneč asked if we ever get sponsors for the fireworks. Mr. Bruggeman stated that staff are working on getting sponsorships for the overall event, but there is nothing specific to the fireworks.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young.
Nay: None. Absent: None. (5-0-0)

i. Action on Contract for Tree Inventory

Commissioner Eaton made a motion to authorize staff to enter into a contract with Graf Tree Care d/b/a Great Lakes Urban Forestry Management for a comprehensive GIS tree inventory in the amount of \$24,377, seconded by Commissioner Holliday.

Superintendent Emken said the District was awarded a \$15,000 grant from the Morton Arboretum to complete a tree inventory. Staff issued an RFP and received three responses. Graf has acted as a consultant to the District in the past and has a good reputation in Chicagoland. The company has done a lot of other tree inventories in northern Illinois.

Commissioner Grada stated that he was happy to see Graf come in with a competitive response and that Graf is well respected in the industry, and pushes the industry forward.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young.
Nay: None. Absent: None. (5-0-0)

VII. Financial Reports

a. Action on Invoices for Payment

Commissioner Grada made a motion to approve paid invoices from January and February in the amount of \$345,804.20, seconded by Commissioner Eaton.

Commissioner Holliday asked why staff were purchasing at Menards rather than Lowe's. Director Doll said that staff would pull the receipts to evaluate why the purchases were made at Menards.

Commissioner Krmeneč asked why staff were purchasing stamps at Schnucks. Director Doll said that the staff member purchasing them is on the south side of town and that this the most convenient place to purchase stamps.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, Young.
Nay: None. Absent: None. (5-0-0)

b. Other Financial Reports

VIII. Strategic Plan Update Report

IX. Executive Session

Commissioner Krmeneč made a motion to go into executive session under 2(c)1 Personnel and 2(c)3 Performance of Occupant of Public Office, seconded by Commissioner Eaton. Motion carried by voice vote. Meeting closed to the public at 7:44 p.m.

X. Reconvene Open Meeting

The open meeting reconvened at 8:12 p.m.

XI. Adjourn Public Meeting

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

Meeting adjourned at 8:12 p.m.