

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**June 17, 2021**  
**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, Treasurer Joel French, and Commissioner Phil Young.

**Staff Members Present:** Executive Director John Shea, Jr., Superintendent of Parks & Development Mat Emken, Interim Superintendent of Golf Dan Anderson, Accounting & Administrative Assistant Jennifer Anderson, Andrea Juricic, Mike Siefken, Dave Kessen, and Katie Drum.

**II. Action on the Agenda**

Commissioner Krmeneč made a motion to amend the agenda and strike item 7b, Monthly Financial Summary, seconded by Commissioner Young. Motion carried by roll call vote. Aye: Krmeneč, Fagan, French, Young. Abstain: Grada. Absent: None. (4-1-0)

**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 May 20, 2021

Commissioner Young made a motion to approve the agenda, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Krmeneč, Fagan, French, Young. Nay: None. Absent: None. (5-0-0)

**IV. Public Comments**

None

**V. Old Business**

None

**VI. New Business**

**a. Discussion on Personnel Policy 1-5: Policy on Employment and Vacant Positions**

Commissioner Krmeneč highlighted under position vacancies the stricken statement that the Executive Director would bring all recommendations to the board and a vote would take place on filling positions. She agreed that for all vacancies, this is taxing for everyone. She proposed that the assumption could be made that all positions will be filled using the currently approved job descriptions. If the Executive Director wanted to leave a position vacant, then only the request to leave a position vacant would come before the board. Commissioner Fagan stated that it is a valid point to bring a vacant position to the board, since that also affects the budget. On the application process, the document states that a resume will be requested along with an application only when hiring the Executive Director or a superintendent. Commissioner Krmeneč suggested striking the word “only” since that is too restrictive, and it would be beneficial to have a resume for supervisory positions. On the selection process, Commissioner Krmeneč thought that the Executive Director should still be required to bring a candidate to the board for approval before the job offer is made. She thought that the decision to hire at the Superintendent level should be made in consultation with the board, not by the board. She highlighted the need for bench strength and continuity of operations should something unforeseen or adverse happen. Commissioner French agreed it is important to bring that before the board as trust has been violated in the past. President Fagan said the board needed to be careful of micromanaging. We hired the Executive Director as the best candidate to run the park district, and we do have to start letting go of some of these situations the board has been involved with. Commissioner Grada said he agreed with the idea of enabling the director to make the decisions. The board should defer to the Director’s judgement in decisions of this matter.

**b. Action on IT Contract**

Commissioner Krmeneč made a motion to continue our relationship with existing vendor, Sun Dog of DeKalb, IL, for our IT provider, seconded by Commissioner French. President Fagan recused himself from the discussion and the subsequent vote.

Commissioner Young asked how many full-time office 365 licenses the district has. Executive Director Shea stated currently 27. Commissioner Young asked if board members were considered users and stated he would not need to hold one. Cohen Barnes stated the board are users, but we can reduce the numbers and the monthly rate would go down. Director Shea also stated that for hardware purchases, Sundog requested us to allow their input, but we do not need to buy through them.

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

**c. Action to Fill Assistant Gold Maintenance Superintendent (in training) Position**

Commissioner Grada made a motion to approve the Assistant Golf Maintenance Superintendent (in training) job description and give authorization to fill the position, seconded by Commissioner Krmeneč.

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

**d. Action on Personnel Policy 1-5: Policy on Employment and Vacant Positions**

Commissioner Young made a motion to approve and adopt Policy 1-5: Policy on Employment and Vacant Positions, as presented, seconded by Commissioner Grada.

Commissioner Krmeneč reiterated what she stated in the earlier discussion. President Fagan said she could make a motion to change any wording. Commissioner Krmeneč said she did not like doing that on the fly in a meeting and then risk have something not changed through error, omission, or misunderstanding, and then we vote, and it is incorrect.

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

**e. Action on Alcohol Permit for Music at the Mansion**

Commissioner Grada made a motion to approve the alcohol permit for alcohol sales at Music at the Mansion pending the securing of a City Alcohol Catering Permit, seconded by Commissioner Young.

Commissioner Young stated that Michael Embry does a great job. The Ellwood House is a gem to the community. He did say there have been comments about bushes being too big there. Director Shea said he did talk to the Superintendent of Parks about the issue, and maintenance staff will investigate.

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

**f. Action on KSRA Representative Selection**

Commissioner Young made a motion to approve John Shea, Executive Director, to represent the DeKalb Park District for the KSRA responsibilities, seconded by Commissioner French.

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

**g. Items Over \$10,000**

**i. Spray Rig**

Commissioner Krmeneč made a motion to approve the quote from Reinders for purchase of a Toro Multi Pro 1750 in the amount of \$36,673.24, seconded by Commissioner French.

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

**ii. Trap Rake with Plow and Cultivator**

Commissioner Young made a motion to approve the quote from Reinders for purchase of a Toro Sand Pro 5040 in the amount of \$24,729.97, seconded by Commissioner French.

Commissioner French and Young both stated the course is looking great.

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

**iii. Toro Trim & Contour Mower**

Commissioner Krmeneč made a motion to approve the quote from Reinders for purchase of a Toro Groundsmaster 3500-D in the amount of \$35,466.83, seconded by Commissioner Young.

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

**VII. Financial Reports**

Commissioner Young made a motion to accept the monthly financial reports presented in June 2021, seconded by Commissioner Grada.

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

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

**VIII. Closed Session**

- a. Collective negotiation matters between the public body and its employee or their representatives- 5 ILCS 120/2(c)2**

**b. Personnel- 5 ILCS 120/2(c)1**

Commissioner Grada made a motion to go into closed session under Section 2(c)(2) and Section 2(c)(1) of the Open Meetings Act, seconded by Commissioner French.

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

**IX. Reconvene Open Meeting**

Commissioner Grada made a motion to return to open session at 7:08 p.m. Commissioner Krmeneč seconded the motion.

Motion carried by roll call vote. Aye: French, Grada, Krmeneč, and Fagan. Nay: None. Absent: Young. (5-0-1)

**X. Adjourn Public Meeting**

Commissioner Krmeneč made a motion to adjourn the meeting, seconded by Commissioner French.

Motion carried by roll call vote. Aye: French, Grada, Krmeneč, and Fagan. Nay: None. Absent: Young (5-0-1)

Meeting adjourned at 7:08 p.m.