

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
September 17, 2020
Hopkins Community Center, DeKalb, IL

Public Meeting
6:00 p.m.

I. Meeting Call to Order:

President Phil Young called the meeting to order at 6:00 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, Accounting & Administrative Assistant Jennifer Anderson, Dave Kessen, and Cindy Slinkard.

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. Minutes of the Public Meeting of August 13, 2020

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

IV. Public Comments

V. Old Business

VI. New Business

- a. **Action on GovTemp Contract Extension for Interim Superintendent of Golf**

Commissioner Eaton made a motion to authorize the Executive Director to extend the Employee Leasing Agreement with GovTemps USA, LLC for an interim Superintendent of Golf until November 27, 2020, seconded by Commissioner Holliday.

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

b. Action on Superintendent of Golf Job Description

Commissioner Eaton made a motion to approve the change to the Superintendent of Golf Job Description, seconded by Commissioner Grada.

Commissioner Krmeneč asked if this were approved would there be a new date added to the bottom. Executive Director Doll said yes.

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

c. Action on Ellwood Terrace Improvements Bid

Commissioner Grada made a motion to authorize staff to enter into a contract with Weaver Construction for the renovation of the Ellwood Mansion terrace in the amount of \$24,770.00, seconded by Commissioner Eaton.

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

d. Action on Ellwood ADA Lift Replacement Bid

Commissioner Grada made a motion to authorize staff to enter into a contract with DME Access LLC for the replacement of the ADA lift at the Ellwood Mansion for an amount not to exceed \$40,600.00, seconded by Commissioner Eaton.

President Young asked if we have used this company. Mr. Emken said no. There are no other chair lifts in the District. Commissioner Grada asked how DME Access would determine the utility of the existing concrete pad. Mr. Emken said once the old lift is removed they will see if it fits and it is in satisfactory condition.

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

e. Discussion on Filling Superintendent of Finance & Administration Position

Commissioner Krmeneč said she had reviewed the job description and felt it needed an overhaul. She felt the current job description doesn't capture all the duties associated with the position. She suggested that perhaps the duties could be categorized into general headings, including general administration, finance, personnel/human resources, and IT. She felt the HR and personnel part is missing. She also mentioned we need to have an OMA (Open Meetings Act) Officer for the District. She asked Ms. Collins if the department needed more people. Ms. Collins responded they could always use more people, but other departments in the District have a greater need for additional personnel than Finance. Director Doll indicated that staff will update the policy for the next

board meeting.

f. Action on GovTemp Contract for Interim Superintendent of Finance

Commissioner Grada made a motion to authorize the Executive Director to enter into an Employee Leasing Agreement with GovTemps USA, LLC for an interim Superintendent of Finance until December 4, 2020, seconded by Commissioner Eaton.

Commissioner Holliday and Grada mentioned that the District is fortunate to be able work with Mrs. McCaul again.

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

g. Action on Extension of Auditing Contract

Commissioner Grada made a motion to extend the auditing contract with Sikich LLP for one year, seconded by Commissioner Eaton.

President Young felt that with the Superintendent of Finance position being vacated, it would be a better idea to postpone this additional change for another year. Commissioner Grada was also in favor of the extension as there are too many changes occurring right now.

Commissioner Holliday asked how long it has been since this has gone out for bid. Ms. Collins said it has been three years since the last RFP. Commissioner Holliday felt it would benefit the board to see some numbers from a new bid. Commissioner Krmeneč said that it should still go out for RFP.

President Young asked how quickly we could issue a new RFP. Ms. Collins said she could issue next week, but there would be some time before the responses would be due.

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

VII. Financial Reports

Commissioner Grada made a motion to accept the monthly financial reports for September 2020, seconded by Commissioner Eaton.

Commissioner Krmeneč asked why there were two installments paid to DeKalb County Collector for the Nehring building. Executive Director Doll said the District has been assessed property taxes on the Nehring building for 2019. She has discussed the issue with Scott Puma and staff are disputing it with the county.

Motion carried by roll call vote. Aye: Eaton, Grada, Krmeneč, Holliday, 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**
- f. FY 2021 Budget Projection Report**
- g. Budget/Actual Report**

VIII. Executive Session

Commissioner Grada made a motion to go into executive session under 2(c)5 Land Acquisition and 2(c)1 Personnel, seconded by Commissioner Eaton.

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

- a. Land Acquisition 2(c)5**
- b. Personnel 2(c)1**

IX. Reconvene Open Meeting

The open meeting reconvened at 7:24 pm

X. Adjourn Public Meeting

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

Meeting adjourned at 7:25 p.m.