

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**January 21, 2021**  
**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:** Superintendent of Parks & Development Mat Emken, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson, Cindy Slinkard, Wendy Hayes, Dave Kesson.

**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**

*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 December 3, 2020
- b. Minutes of the Public Meeting of December 17, 2020
- c. Executive Session Minutes of December 3, 2020
- d. Executive Session Minutes of December 17, 2020

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

**IV. Public Comments**

**V. Old Business**

**VI. New Business**

**a. Discussion on Pool Financing**

Aaron Gould from Speer Financial presented on the park district financing alternatives. Alternative Source Revenue Bonds timing would be about 3 board actions so typically 3 months. 20% can be used to reimburse yourself for costs already incurred.

President Young asked about the pros and cons of doing one big bond versus one for the pool or one for other projects. Aaron Gould said you would be looking at how much you are wanting to finance in total. Multiple factors would help determine if one issue or multiple issues would be better.

**b. Discussion of Tentative Capital Projects for Fiscal Year 2022**

Commissioner Krmeneč noted there are no line items referring to construction drawings or next steps for the pool and asked whether those should be in this year's budget. Mr. Bruggeman stated we would need to go back and include that number. The construction drawings will be a percentage of the overall project. President Young said before we came up with a number for the capital list, we would need to know how much the board would be looking to borrow. Mr. Bruggeman confirmed. Commissioner Krmeneč said maybe we shouldn't put this on for this year then. President Young said what we just got done will still be valid in a year.

**c. Discussion on Golf Clubhouse and Terrace Room Manager Job Description**

President Young stated the current position description does not include the pro shops. Commissioner Holliday said it looks like this position takes care of 3 different buildings. President Young stated if you look at other agencies and how they title the positions, it does not name rooms in specific. Commissioner Holliday asked if this position has a vehicle to go back and forth as well. President Young stated it did not. Commissioner Krmeneč said something that revenue and cost control seems to be missing on number 14. Commissioner Grada asked how those terms are not a part of financial administration. Commissioner Krmeneč stated that person should be responsible for generating revenue and controlling costs. She mentioned that her comment was in reference to the Billy Casper golf report.

**d. Action on Interim Superintendent of Golf**

Commissioner Eaton made a motion to approve the agreement for Interim Superintendent of Golf, seconded by Commissioner Grada.

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

**e. Action on Executive Director Job Description**

Commissioner Eaton made a motion to approve the Executive Director Job Description, seconded by Commissioner Krmeneč.

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

**f. Action on Marketing Job Description**

Commissioner Eaton made a motion to approve the Marketing Coordinator Job Description, seconded by Commissioner Krmeneč.

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

**g. Action on Succession Policy 200.21**

Commissioner Eaton made a motion to approve the Succession Policy 200.21, seconded by Commissioner Krmeneč.

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

**VII. Financial Reports**

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

Commissioner Holliday asked if we are paying the golf instruction (golf pro) to give lessons. Cindy Slinkard stated the residents pay us and we pay him as a contractual. Commissioner Krmeneč asked why we are spending taxpayer money to buy gift cards for employees. Mr. Emken stated it is in the policy that employees receive gift cards for their 5-year, 10 year, and so on anniversaries. President Young asked if we could find that and bring it back to them.

President Young asked about the Sundog invoices- we have been on a fixed rate, but the bills are increasing. He asked staff to find out where we stand with the contract, and if it is up, we should consider an RFP.

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**

**VIII. Executive Session**

**a. Personnel 2(c)(1)**

Commissioner Eaton made a motion to go into executive session under 2(c)1 Personnel, seconded by Commissioner Holliday. Motion carried by voice vote.

**IX. Reconvene Open Meeting**

The open meeting reconvened at 7:31 pm

**X. Approval of Agreement for Interim Executive Director Services**

Commissioner Grada made a motion to approve the agreement for an Interim Executive Director, seconded by Commissioner Eaton.

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

**XI. Adjourn Public Meeting**

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

Meeting adjourned at 7:33 p.m.