

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
October 21, 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. Krmenech, and Treasurer Joel French. **Absent:** Commissioner Phil Young.

Staff Members Present: Executive Director John Shea, Superintendent of Parks & Development Mat Emken, Superintendent of Finance Mike Rock, Superintendent of Recreation Andrea Juricic, Accounting & Administrative Assistant Jennifer Anderson, Katie Drum, Chrissy Tluczek, Mike Siefken, Dave Kesson.

II. Action on the Agenda

Commissioner Krmenech made a motion to approve the agenda, seconded by Commissioner French. Motion carried by roll call vote. Aye: Grada, Krmenech, Fagan, French. Nay: None. Absent: Young. (4-0-1)

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 September 16, 2021
- b. Minutes of the Public Meeting of September 28, 2021
- c. Executive Session Minutes of September 16, 2021
- d. Executive Session Minutes of September 28, 2021

Commissioner Krmenech made a motion to approve the agenda, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Grada, Krmenech, Fagan, French. Nay: None. Absent: Young. (4-0-1)

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Introduction of Recreation Supervisor, Chrissy Tluczek

b. Discussion on Resolution 21-03: Funds Transfer from Recreation Fund to General Fund

Director Shea recommended that funds originally designated in the FY22 budget in the Recreation Fund to cover the cost of the color copier rental at the Sports and Recreation Center be transferred to the General Fund. The copier is used extensively for marketing. Now that the Marketing Coordinator has located to the Hopkins Administrative Office, it is more economical to relocate the color copier there, where it will replace the copier currently being used.

c. Discussion on O'Brien Civil Works Final Payment for the River Heights Drainage Project and Transfer of Funds

Commissioner Krmeneč asked if this is the same engineering firm where we previously had the issue with Haish Gym. Director Shea said it was. Going through there were quantities that were too high or too low. Staff had also approved additional work for tree removals. Commissioner Krmeneč asked if we were transferring from this fiscal year to last fiscal year. Director Shea said no, we are transferring from fund 30 to fund 39. Both funds are still active.

d. Action on Kishwaukee Special Recreation Association Lease Renewal

Commissioner French made a motion to accept the Amendment to the 2018 Lease Agreement with Kishwaukee Special Recreation Association for Hopkins Office Space, seconded by Commissioner Krmeneč.

Motion carried by roll call vote. Aye: Grada, Krmeneč, Fagan, French. Nay: None. Absent: Young. (4-0-1)

e. Action on Resolution 21-03: Funds Transfer from Recreation Fund to General Fund

Commissioner Grada made a motion to approve the Resolution for the transfer of funds in the amount of \$3,000 from GL Account 20-01-640-6402 to GL Account 10-01-640-6402, for the lease of a color copier at the Hopkins Administration Building, seconded by Commissioner French.

Motion carried by roll call vote. Aye: Grada, Krmeneč, Fagan, French. Nay: None. Absent: Young. (4-0-1)

f. Action on O'Brien Civil Works Final Payment for the River Heights Drainage Project and Resolution 21-04: Funds Transfer from Capital Fund 30 to Capital Fund 39

Commissioner French made a motion to approve the Resolution for the transfer of funds in the amount of \$16,848.01 from GL Account 30-37-740-7442 to GL Account 39-37-740-7457, to pay the final payment of \$23,348.01 to O'Brien Civil Works, Mt Morris, IL, for the completion of the River Heights Drainage Project, seconded by Commissioner Grada.

Motion carried by roll call vote. Aye: Grada, Krmeneć, Fagan, French. Nay: None. Absent: Young. (4-0-1)

g. Action on Seasonal Program Guide Printing RFP

Commissioner Krmeneć made a motion to authorize the Executive Director to accept the proposal from Castle PrinTech, DeKalb, IL, for one year of program guide printing services, seconded by Commissioner French.

President Fagan recused himself from the discussion and vote.

Commissioner Grada asked whether there is a return on investment to print a hard copy program guide for distribution, especially since we recently have been offering digital only. The cost is not significant, but he didn't want the money needlessly spent, and asked if eliminating the hard copy was a consideration. Marketing Coordinator Katie Drum indicated there are pros and cons to both hard copy and digital approaches. The print copy reaches 17,500 households, which covers residents who may not have access to digital marketing. A survey could be implemented in the future to reduce the mailing list or we could reevaluate the marketing approach. Commissioner Krmeneć inquired whether the District tracks how program participants learn of the program for which they register. Ms. Drum indicated not at the start of a program but through a survey at the program's end. Commissioner Krmeneć suggested it may be helpful to do at the beginning of the program when participants register. Director Shea indicated that the new registration software allows us to add questions when a participant registers.

Motion carried by roll call vote. Aye: Grada, Krmeneć, French. Nay: None. Absent: Young. (3-0-1)

h. Items over \$10,000

i. Snow Removal Equipment

Commissioner Grada made a motion to approve the quote from Johnson Tractor in the amount of \$22,400.11 for the purchase of a Kubota tractor with cab and snow blower through the Sourcewell joint purchasing program, seconded by Commissioner Krmeneć.

President Fagan asked how long it will take to receive the equipment. Mat Emken said the tractor is in stock, and the vendor thought they could have the cab and snowblower and get it back to us by November.

Motion carried by roll call vote. Aye: Grada, Krmeneč, Fagan, French.
Nay: None. Absent: Young. (4-0-1)

VII. Financial Reports

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

Motion carried by roll call vote. Aye: Grada, Krmeneč, Fagan, French. Nay: None.
Absent: Young. (4-0-1)

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

VIII. Open Comments from Commissioners and Director

Director Shea said he would send out a few attachments tomorrow, including an update on the rounds of golf (we're up on rounds). With budgeting coming up, he has drafted a revised meeting schedule to get the budget approved by FY March 1. He asked commissioners to review and let him know so the special meetings can be posted. During budget season, there will be a need for additional meetings. President Fagan added that with the special meetings, we may not need the December 16th meeting. Commissioner French mentioned how much the events have really improved. The Halloween contest was great, and people are excited. The Pumpkin Smash event looks exciting.

IX. Closed Session

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

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

Motion carried by roll call vote. Aye: Krmeneč, French, Grada, and Fagan. Nay: None. Absent: Young. (4-0-1)

X. Reconvene Open Meeting

Commissioner Krmeneč made a motion to return to open session at 6:38 p.m.
Commissioner French seconded the motion.

Motion carried by roll call vote. Aye: French, Grada, Krmeneć and Fagan. Nay: None.
Absent: Young. (4-0-1)

XI. Action Items Following Closed Session

a. Action on Collective Bargaining Contract

Commissioner Grada made a motion to approve the three (3) year agreement between Teamsters Local Union No. 330, seconded by Commissioner French.

Motion carried by roll call vote. Aye: Grada, Krmeneć, Fagan, French. Nay: None. Absent: Young. (4-0-1)

XII. Adjourn Public Meeting

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

Motion carried by roll call vote. Aye: French, Grada, Krmeneć, and Fagan. Nay: None. Absent: Young. (4-0-1)

Meeting adjourned at 6:39 p.m.