

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
March 18, 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, Dave Kesson, Wendy Hayes.

II. Action on the Agenda

Commissioner Krmeneč made a motion to approve the agenda, seconded by Commissioner Holliday. 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 February 4, 2021
- b. Minutes of the Public Meeting of February 18, 2021
- c. Executive Session Minutes of February 18, 2021

Commissioner Krmeneč made a motion to amend the agenda to approve the minutes of February 4 and the minutes of February 18 and strike the executive session minutes of February 18, seconded by Commissioner Eaton. Motion carried by voice vote.

IV. Public Comments

Jan Jacobsen spoke to represent the group of people playing pickleball. She stated it was a growing sport and a good option for older community members. They would like to see the courts turned sideways on the Hopkins Park tennis courts to allow for more pickleball courts.

V. Old Business

None

VI. New Business

- a. **Discussion on Golf Maintenance Superintendent Job Description**

President Young asked in terms of the job description and red lines if that was based on staff's suggestions. Mr. Ochromowicz said it was. Commissioner Krmeneč asked about the position listed under supervision, golf maintenance superintendent in training. Mr. Emken responded that is the official title generated for that job. President Young verified that it was a part time IMRF position being supervised. Commissioner Holliday was concerned with the title having the word Superintendent and thought it should be Supervisor. Commissioner Krmeneč stated we have had this discussion several times, and her understanding is that the industry standard is Golf Maintenance Superintendent. Commissioner Eaton concurred. Commissioner Grada stated this position was a level 5, so it is a little confusing, but it is not one of our 4 main superintendents. President Young stated that he could attest to emails he has received from the individual signing as Superintendent of Golf Maintenance which ties yourself up to the other 4 superintendents.

b. Discussion on Accounting & Administrative Assistant Job Description

President Young stated there have been quite a few changes to this job and roles. Commissioner Eaton asked under the essential duties why register program participants had been added, as this is part of recreation. Mr. Bruggeman stated when patrons come to Hopkins this position registers for programs. Commissioner Krmeneč asked for the Golf Now reports if we are restricted by the number of licenses. Ms. Anderson stated it is to reconcile batches and print reports on the financial side.

c. Action on Pollinator Project Phase 1 Maintenance Contract

Commissioner Grada made a motion to reject all bids received for the Pollinator Project Phase 1 Maintenance, seconded by Commissioner Eaton.

Commissioner Krmeneč was confused why the bid document listed 3 parks: Hopkins, Sweet and Rotary and the approved budget only listed 2 parks. She asked why Sweet park was included and stated the bid document should reflect what the board approved. Mr. Emken said Sweet Park was included so if the bids came back in underbid, it could be an area to be included. Mr. Emken said there will be some discussion to see where there needs to be adjustments to the scope of work. This will be brought back to the April or May meeting.

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

d. Action to Adopt the Upper South Branch Kishwaukee River Watershed Improvement Plan

Commissioner Grada made a motion to adopt the Upper South Branch Kishwaukee River Watershed Improvement Plan as a planning tool for future park development projects, seconded by Commissioner Eaton.

Commissioner Krmeneč asked if legal counsel was consulted on the difference between adopt and approve. Mr. Ochromowicz said they were not.

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

e. Action on Architect for the Ellwood House Museum Grant

Commissioner Grada made a motion to enter into a contract with Sharp Architects for roofing design services for the Ellwood House Museum Grant in the amount of \$7,000 plus reimbursable expenses, seconded by Commissioner Eaton.

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

f. Action on Changes to the Golf Maintenance Superintendent Job Description

Commissioner Krmeneč made a motion to approve changes to the Golf Maintenance Superintendent Job Description, seconded by Commissioner Eaton.

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

g. Action on Filling the Golf Maintenance Superintendent Position

Commissioner Eaton made a motion to authorize staff to fill the Golf Maintenance Superintendent position at a starting salary not to exceed \$75,302, seconded by Commissioner Krmeneč.

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

h. Items Over \$10,000

i. Zero-Turn Mower

Commissioner Grada made a motion to approve the quote from Johnson Tractor in the amount of \$17,999.00 for the purchase of an Exmark zero-turn mower through the Sourcewell joint purchasing program, seconded by Commissioner Krmeneč.

Commissioner Eaton asked what the average lifetime was. Mr. Emken stated between 2000-2500 hours which is probably between 3-5 years. Commissioner Krmeneč asked why this was not being bid since it was not listed as a high priority item. Mr. Emken said it is bid nationally through Sourcewell. President Young asked if the unit's life was ended. Mr. Emken said it is part of the unit replacement plan, so we can trade them out before they have significant breakdowns. This is used every day between May and October.

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 March 2021, seconded by Commissioner Eaton.

Commissioner Krmeneč asked about the charge to both Harris Computer and Tyler for the accounting software. Mr. Ochromowicz said we will get them an answer.

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. Adjourn Public Meeting

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

Meeting adjourned at 6:40 p.m.