

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
May 26, 2022
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. Krmeneć, and Commissioner Phil Young.

Absent: Treasurer Joel French.

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, Cindy Slinkard, Dave Kesson, Mike Siefken.

II. Action on the Agenda

Commissioner Young made a motion to approve the agenda, seconded by Commissioner Krmeneć. Motion carried by roll call vote. Aye: Krmeneć, Young, Grada, and Fagan. Nay: None. Absent: French. (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 April 28, 2022

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

IV. Election of Board Officers

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

Vice President: Commissioner Young nominated Dag Grada for Vice President, seconded by Commissioner Krmeneć. Motion carried by roll call vote. Aye: Grada, Krmeneć, Young, Fagan. Nay: None. Absent: French. (4-0-1)

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

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

V. Public Comments

None.

VI. Old Business

a. Discussion on Personnel Policy Section 1-Employment Policies Updates

President Fagan asked about the suggested policy on vetting Superintendents. Director Shea said the candidate is presented to the board before a job offer is made. Commissioner Krmeneč said that was not the intent of the recommended policy. The Director would bring the proposed candidate's qualifications before board for review and concurrence before a job offer was made. President Fagan said technically the director would still be hiring or would they have to vote? I thought we discussed this previously. Director Shea said it was discussed in June, and at that time gave the Director right to hire. President Fagan said since this was discussed previously, he would say if legal agrees and it is common, then we shouldn't make any changes. Commissioner Krmeneč mentioned that last year the Board discussed amending the language in the policy, but she couldn't rewrite the entire section on the fly. The idea is not to control the executive director or whom they are hiring, but more so that Board is familiar with superintendents being hired and their qualifications. If something happens to the Director, the Board is responsible for determining who assumes that position temporarily, and it's important to know people's qualifications. The Board is not hiring the Superintendents, it is just working with the Executive Director. President Fagan said the last time that happened, a temporary Executive Director was hired. Commissioner Grada said he agreed with Commissioner Krmeneč, that the board should be informed, but on the other hand, he feels the final decision should be in the hands of the Director. He feels the Board should have input on the candidate, but we shouldn't be involved in a yes or no for hire. Commissioner Young said the District's previous attorney said the Board's sole responsibility for supervising an employee starts and ends with the Executive Director. He is inclined to give the Director the authority and the Director can inform the Board. The Board should hire and evaluate the Executive Director.

Commissioner Young asked about the time frame for reviewing the Personnel Policy manual. Director Shea said initially 2 months discussion and 1 month

review, but there more work for review and update than originally thought. He suggested that perhaps the fall or winter for final approval. Commissioner Young asked if anything is changing that affects current employees. Director Shea said nothing in section one would jeopardize employees. He plans to keep them informed as changes are made. President Fagan said thank you, and thank you to Commissioner Krmeneč, as this is something that really needed to be done.

b. Action on Security Camera Change Order for Hopkins Park Shelter

Commissioner Grada made a motion to approve the change order for two additional security cameras at Hopkins Park Shelter in the amount of \$3,449.94 to Security 101, of Libertyville, IL., seconded by Commissioner Young.

Superintendent Mat Emken shared that Security 101 reduced the price \$1,010.52 by adjusting the original camera location at the Administration building, which brings the total price change now to \$2,439.42. President Fagan thought it was worth noting that the company was honest by adjusting camera placement to save the District money. Commissioner Grada said it was a good investment, considering the cost of vandalism.

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

VII. New Business

a. Discussion on Ellwood Mansion Project 1879

Brian Reis, Ellwood House Executive Director, was unable to attend the meeting, but he will attend the June meeting. Superintendent Emken shared that of the original construction budget, the price of the original project scope came in much higher than budgeted. The scope was reduced, but big-ticket items were able to be retained. The main goal has been restoration to the period of significance, which is 1879-1912. Commissioner Young asked what materials are used to replace the wallpaper. Mat Emken said on previous restoration projects they have used period-appropriate materials. For example, in the library grass cloth was used. There are companies that manufacture period correct materials. In response to Commissioner Grada's question of where the geothermal field would be located, Mr. Emken thought it may be located to the north of the house.

b. Discussion on Buena Vista and River Heights Irrigation Design Drawings with E.C. Designs

Larry Collins of EC Design Group presented the golf course irrigation implementation plans. The courses should not need to be closed for the irrigation improvements. However, individual holes may need to be closed for a short time. President Fagan asked what kind of warranty the contractor will have for the

work. Mr. Collins said 2 years on settling, and most manufacturers offer 5 years on their equipment (sprinklers). President Fagan asked if the project would be bonded, and with the bond, how much is held back and for how long. Mr. Collins responded it was up to the District on bonding, either bid or performance bonding. President Fagan stated bonding was beneficial because there are not too many companies that can properly perform this type of work. Mr. Collins said the company writes stringent specifications. In response to Commissioner Grada's question whether the manufacturers have some sort of a certification, Mr. Collins indicated not technically, but they do have training for each project. Director Shea asked how realistic the timeline was, starting the project in October and ending in May of next year. Mr. Collins responded that product availability is an issue, especially pipe. The problem may also be contractors' availability because qualified contractors currently have many projects.

c. Discussion on Contract with Larson and Darby for Professional Architectural and Engineering Services

Steve Nelson was present at the meeting for any questions.

d. Discussion on American Youth Soccer Organization Region 193, 2022 Memorandum of Understanding

President Fagan asked if the District had a contract with AYSO, to which Andrea Juricic responded no. President Fagan said he was glad we do now. Commissioner Krmenc said she is glad that we are partnering with them. There was a proposal at one point for the District to offer its own soccer programs, but since AYSO has been in the community for almost 40 years, she is glad that we are making them a partner.

e. Discussion on Establishing an Intergovernmental Agreement with DeKalb Township

The park district and township have worked together in the past, but the desire is to formalize the relationship. President Fagan said he was a firm believer in Intergovernmental Agreements and questioned whether there was a previous agreement with the township. Superintendent Emken said there is nothing of which he is aware. President Fagan added that this will be a cleaner working relationship, especially with regard to equipment.

f. Discussion on Parks Maintenance Job Description Updates

Commissioner Grada mentioned the work environment specifications, which focus on the negative aspects and not necessarily the means by which to address them. The word "precarious" popped out to him. He suggested re-wording that to working in environment where this level of PPE would be required. Mat Emken said we can look into that wording. The wording presented is PDRMA's wording recommendation.

g. Action on Contract with Larson and Darby for Professional Architectural and Engineering Services

Commissioner Krmeneč made a motion to approve and sign the contract with Larson and Darby, of Rockford, Illinois for Professional Architectural and Engineering Services, seconded by Commissioner Young.

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

h. Action on Phase 1 of Park Location Signs Replacement

Commissioner Krmeneč made a motion to approve the base bid and Alternate 2 from The Prestwick Group DBA Max-R in the amount of \$45,330.84 for the fabrication and design of the park location signs and posts, seconded by Commissioner Grada.

Commissioner Young said he hoped we could recycle the old stone signs, even if to make seats. Executive Director Shea indicated they were turned upside down to be used as benches at Sweet Park. We may be able to use them as benches throughout the District's parks.

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

i. Action on American Youth Soccer Organization Region 193, 2022 Memorandum of Understanding

Commissioner Krmeneč made a motion to approve and sign the American Youth Soccer Organization, Region 193 Memorandum of Understanding for the 2022 spring and fall season, seconded by Commissioner Grada.

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

j. Action on Job Description Updates

Commissioner Young made a motion to approve accept the changes made to the job descriptions, seconded by Commissioner Grada.

Commissioner Young requested verification that the number classification has not changed on any of the job descriptions. Executive Director Shea said the changes were to roles and responsibilities only, there were no changes to salary or compensation.

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

VIII. Financial Reports

Commissioner Young made a motion to accept the monthly financial reports presented in May 2022, seconded by Commissioner Krmeneč.

Director Shea noted that the new graphs vary as staff look at what monies need to be transferred between fiscal years. Also, the IT Summary sheet represents what was billed to the park district, which included additional RAM for the marketing computer as well as the amount billed to KSRA this month, which will be reimbursed to the District.

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

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

IX. Open Comments from Commissioners and Director

Director Shea thanked Board members for their help and support for his first year as Executive Director. He thought it has been a great year and is looking forward to year two, with a lot on the horizon. He recognized the District's staff for all their work. President Fagan thanked Commissioner Grada for representing the District at the upcoming Memorial Day event at the Ellwood House. President Fagan requested board input on the potentially moving the June board meeting to the following week since he will not be available. Commissioner Young stated he had planned to be out of state in June, so moving the meeting would be favorable to him. Commissioner Krmeneč suggested the meeting be moved to June 30th.

X. Adjourn Public Meeting

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

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

Meeting adjourned at 7:26 p.m.