

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
August 19, 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. Krmeneć, and Commissioner Phil Young.

Absent: Treasurer Joel French.

Staff Members Present: Executive Director John Shea, Superintendent of Parks & Development Mat Emken, Superintendent of Recreation Andrea Juricic, Interim Golf Superintendent Dan Anderson, Golf Maintenance Superintendent Mike Siefken, Recreation Office Coordinator Wendy Hayes, and Accounting & Administrative Assistant Jennifer Anderson.

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: Grada, Krmeneć, Fagan, Young. 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 July 15, 2021
- b. Executive Session Minutes of July 15, 2021

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

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Discussion on Personnel Policy 3-17: Policy D.O.T. Drug & Alcohol Procedure for CDL Employees

b. Discussion on Irrigation Audit

Based on inquiry from President Fagan, Dan Anderson indicated that Midwest Irrigation last year quoted irrigation upgrade prices of \$1.4M for the River Heights course and \$750,000 for the Buena Vista course. He thought it would be less for Buena Vista though since the pump station was replaced. He further indicated that the project length would be a few months, although Reed Irrigation Services would be able to provide a more definitive answer. Mike Siefken contributed that the project could be completed within 5-6 months, and would be less costly if it was completed during the summer months. Commissioner Krmeneč noted the Golf Advisory Committee has not met in quite a while, but it also had a lot of recommendations that could impact the irrigation plans. President Fagan would like to see the committee start meeting again.

c. Discussion on Elliott & Wood Haish Gym ADA Improvement Final Payment

Commissioner Grada asked why there was a significant difference between the IMEG concrete estimate and the amount poured by Elliott & Wood. Director Shea indicated that IMEG erred on their estimate, and Mat Emken indicated they admitted to doing so. Commissioner Grada asked how they were addressing the issue and if they were assuming any liability. IMEG reimbursed the District \$3,100. The District's legal counsel recommended that the contractor be paid since the District benefitted from the action taken by them. Commissioner Grada was not so much concerned with the compensation to the contractor, but was concerned with the miscalculation by IMEG. Commissioner Krmeneč asked whether IMEG was approached to split the cost with the District. Director Shea said that IMEG has said that Elliott & Wood did not stop the project to initiate a change order when the error was discovered, so the contractor is at fault.

d. Discussion of Digital Marquee at River Heights Golf Course

Commissioner Grada stated that because the location is good because it is a high profile area. Commissioner Krmeneč stated she was glad to the marquee implemented because it was a recommendation from the Golf Advisory Committee. In response to her question of whether the sign could be turned off at night, Director Shea indicated that it could, and the District would follow city code. Director Shea anticipated installation by December. President Fagan asked about sponsorship opportunities. Director Shea said we can't promote other business, but we can acknowledge our program sponsors.

e. Action on Prather fencing

Commissioner Young made a motion to reject all bids for the Prather Fence Replacement, seconded by Commissioner Krmeneč.

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

f. Action on Historic Preservation

Commissioner Young made a motion to enter into a contract with Sullivan Preservation to act as the Architect of Record for the Project 1879 Ellwood Mansion Restoration Project for the Not-to-Exceed amount of \$150,900 plus reimbursable expenses, seconded by Commissioner Grada.

Commissioner Krmeneč requested clarification on the proposed action: is the action for the board to approve the contract or approve the preparation of a contract by Sullivan Preservation for the board to approve (in the future)? Mat Emken stated that the action is to approve entering into a contract with Sullivan Preservation. The AIA contract would be signed by the Executive Director after review and approval of the District's legal counsel, because the contract would have already been approved by the board. Commissioner Krmeneč stated she was not comfortable approving a contract without actually seeing the actual contract, especially since the amount is \$150,900. She also said this was significantly more than the budgeted amount of \$120,000. Mat Emken stated that the \$150,900 is the not-to-exceed price. There was \$120,000 earmarked as the District's contribution to Project 1879, and they felt best use of that money was to get the project started when monies become available in the spring. The remaining \$30,000 will be paid out of Project 1879 funds. After further questions, Mr. Emken indicated that the District will spend \$120,000. Commissioner Krmeneč said the explanation provided to the board was very confusing. She also stated that it's not that she doesn't support the Ellwood House, but she doesn't like to vote to approve a contract without knowing what's in the actual contract. President Fagan stated that in the future the board should have the contracts included in the board information, so when the board is voting on a contract, we're voting on the actual contract, not just what someone is telling us will be in the contract. Commissioner Young agreed that the proposed action is confusing. It appears that the board is approving to \$150,000, when it is really only \$120,000. The information presented could be better organized.

Motion carried by roll call vote. Aye: Grada, Fagan, Young. Nay: Krmeneč. Absent: French. (3-1-1)

g. Action on Alcohol Permit for the Ellwood House Association's Wine on the Terrace

Commissioner Krmeneč made a motion to approve the alcohol permit for Wine on the Terrace pending the securement of a City Alcohol Permit, seconded by Commissioner Grada.

President Fagan asked how tickets could be purchased. Brian Reis of Ellwood House stated online, at Hy-vee, or at Ellwood House.

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

h. Action on Lauterbach and Amen Superintendent of Finance Scope of Services

Commissioner Young made a motion to approve the one (1) year contract with Lauterbach & Amen, LLP, of Naperville, IL, for the Park District's Superintendent of Finance position, beginning September 1, 2021 and concluding August 31, 2022, seconded by Commissioner Grada.

Wesley Levey from Lauterbach & Amen addressed the board. He highlighted the firm's expertise in the field, working in a similar capacity as Superintendent of Finance with 6 or 7 other park districts in the Chicagoland area. He also mentioned their bench strength, and that 95% of their business is with local governments.

Commissioner Young inquired whether the assigned person would reduce their hours from 40/week to fewer hours as dictated by needs. Director Shea indicated that the person could scale back hours as needed. The conversion from MSI to Tyler accounting software is a 7-9 month process, which will take up a significant amount of the contract term. Commissioner Young asked if the agency has done a lot of these conversions. Mr. Levey indicated they have, performing the conversion 140 times with various clients. It's not all the same scope of services. From the firm's perspective, it's probably a 3-6 months full time job, and then 3/3.5 days a week long term.

Commissioner Krmeneč expressed concern that the District is being asked to sign a letter, not a contract. There are no deliverables specified, just the letter attached to the original proposal. Director Shea indicated he has discussed the Superintendent of Finance duties with the firm. The District also has a 30-day out if we are not satisfied. President Fagan commented that the attorney has reviewed this, and again highlighted the 30-day out. He also inquired about the District's savings. Director Shea indicated that the District would save approximately \$31,000 by hiring Lauterbach & Amen to perform the Superintendent of Finance duties, opposed to the salary and benefits that would be paid for a newly hired Superintendent of Finance.

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

i. Action on Landscape Plan for Ellwood Museum Grant

Commissioner Krmeneč made a motion to reject all bids for the Ellwood Museum Grant Landscape Project, seconded by Commissioner Young.

Commissioner Young asked whether some of the projects could be done in house. Mat Emken said that was correct. Commissioner Grada asked if there were any consideration of making lighting fixtures autonomous or powered by solar panel. Mat Emken said the intent was to make people feel safe there.

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

- j. Action on Elliott & Wood Haish Gym ADA Improvement Final Payment**
Commissioner Grada made a motion to approve a payment in the amount of \$44,301.87 to Elliott & Wood, of DeKalb, IL, as the final payment for the Haish ADA Improvement Project, bringing the overall project total to \$193,893.30, seconded by Commissioner Krmeneč.

President Fagan said when the check is issued, we need to have a final waiver.

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

k. Items over \$10,000

i. Seal Coating

Commissioner Young made a motion to approve the quote from DeMarr Sealcoating, of Palatine, IL, to sealcoat the parking lot at the Sports and Recreation Center, paths and courts at Welsh Park, and the basketball court at Cheesboro in the amount of \$18,744, seconded by Commissioner Krmeneč.

President Fagan asked about re-striping, which Mat Emken said is included in the package price.

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

VII. Financial Reports

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

Commissioner Krmeneč said the report says this is a year to date summary through June 30, 2021. Executive Director Shea said it should be July 31, 2021 and will be updated.

Motion carried by roll call vote. Aye: Grada, Krmeneć, 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**

VIII. Open Comments from Commissioners and Director

Commissioner Grada commented that previously the draft board packet was electronically delivered to board members on the Friday before the board meeting. Packet availability has changed to Mondays, making it difficult to have sufficient review time before the meeting. President Fagan agreed that having the weekend for review was advantageous, and that draft packet will again be made available to board members on Friday. Commissioner Young inquired about the Executive Director weekly reports to the board. Executive Director Shea said they will be distributed on Fridays. President Fagan commended the aquatics staff in maintaining safety and the exceptional job of the maintenance staff in maintaining the walking paths.

IX. Closed Session

- a. Collective negotiation matters between the public body and its employee or their representatives- 5 ILCS 120/2(c)2**
- b. Closed meeting minute discussion- 5 ILCS 120/2(c)21**

Commissioner Young made a motion to go into closed session under Section 2(c)(2) and Section 2(c)(21) of the Open Meetings Act, seconded by Commissioner Krmeneć.

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

X. Reconvene Open Meeting

Commissioner Krmeneć made a motion to return to open session at 7:41 p.m. Commissioner Young seconded the motion.

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

XI. Adjourn Public Meeting

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

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

Meeting adjourned at 7:42 p.m.