

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
April 28, 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, Austin Sands, Dave Kesson, Katie Drum, and Mike Siefken.

II. Action on the Agenda

Commissioner Krmeneć made a motion to amend the agenda, changing item V.a, Old Business, Discussion on Additional Work to the River Heights Golf Clubhouse Roof to Pinkston Tadd of DeKalb, IL to an action item, seconded by Commissioner Young.

Aye: Krmeneć, Young, Grada, and Fagan. Nay: None. Absent: French. (4-0-1)

Commissioner Grada made a motion to remove item VI. e. New Business, Discussion on Contract with Larson and Darby for Professional Architectural and Engineering Services, seconded by Commissioner Young.

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 March 24, 2022
- b. Executive Session Minutes of March 24, 2022

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)

IV. Public Comments

Matthew Beamsley attended the meeting regarding the Fourth of July fireworks. President Fagan stated an exception would be made in order for Matthew to speak during the fireworks agenda item.

V. Old Business

a. Discussion on Additional Work to the River Heights Golf Clubhouse Roof to Pinkston Tadd of DeKalb, IL

Commissioner Krmenech made a motion to approve the the additional work on River Heights Golf Clubhouse Roof by Pinkston Tadd of DeKalb, IL, seconded by Commissioner Grada.

Commissioner Krmenech requested confirmation of the timeline regarding the additional, unapproved work. She stated she believes that because the work was not approved in advance by the District as explicitly stated in their contract, we don't have an obligation to pay. However, based on pictures that were previously provided to the Board, there was repair necessary. The additional work invoice includes a significant number of hours for labor, especially since much of the work was already completed by the time staff arrived the same day at the job site. She thought the District should pay for materials used in the extra work, but doesn't know that we're obligated to pay for the labor. Commissioner Grada concurred with Commissioner Krmenech. He felt the contractor should be compensated for materials, but found the billing for labor highly questionable. The additional work was performed outside the scope of the original contract. President Fagan also found the number of hours billed questionable, along with the charge for an extra day of truck services. He reiterated that the contract states that the District is only responsible for all approved work. The work should have stopped until approval was received for the additional work. Mr. Tadd reached out to the President after the work was done, at which time the President told him he could send a detailed invoice for the additional work, which the contractor did not provide. He said the Board could amend the motion to pay only the materials but we need to know the exact dollar amount for the record. He said we could also wait. Commissioner Young said he would suggest we bring this subject back at next month's meeting with the actual numbers. While we're discussing, President Fagan asked which items would be included. Commissioner Young asked how many hours were spent on the repair. Director Shea said because he was alarmed by the invoice, he called the contractor for labor verification, which Mr. Tadd confirmed. Director Shea also stated the entire project took about a week to complete. Commissioner Grada asked if staff arrived onsite within three to four hours from the initial the call and the work was completed, how are the hours for the additional work calculated. Director Shea clarified when staff arrived the damaged lumber had been replaced, but the membrane and shingles were yet to be installed. Director Shea confirmed the contractor decided to proceed without

District authorization. He indicated the total due for materials would be \$1,301.47 without labor and an extra day of truck. Commissioner Krmeneč asked does the new total include the 15% upcharge. Director Shea stated it does include the upcharge but also includes the extra day of truck. If the extra day of truck was to be removed, the total is \$1,176.47.

Commissioner Krmeneč made a motion to amend the additional work for the River Heights Clubhouse roof to the amount of \$1,176.47 for materials only, seconded by Commissioner Grada.

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

b. Action on Buena Vista and River Heights Irrigation Design Drawings

Commissioner Young made a motion to accept the proposal from EC Design Group, of Des Moines IA, in the amount of \$105,500.00, seconded by Commissioner Krmeneč.

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

VI. New Business

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

Along with a timeline, Steve Nelson of Larson & Darby presented two architectural and engineering services options for the pool rebuild hybrid plan: hire a construction manager or opt for a design bid build. The construction manager approach is more piecemeal, where each component of the pool is bid. The design bid build results in a single bid cost, without the ability to determine costs for the various construction components. In response to Commissioner Krmeneč's question of whether each bid initiated by a construction manager must come before the Board for approval, Mr. Nelson indicated they come in packages that would need approval. President Fagan asked about problems that might arise with the proposed timeline. Mr. Nelson indicated that under normal circumstances the timeline is generous, but likely something will go wrong. The company tries to foresee issues and will have contingency plans in place. A general budget allowance can be established to address certain unforeseen conditions to allow the administration to make decisions without having to wait for a Board meeting. Alternatives can be built in so that if the budget is trending high or low, plans can be adjusted. Commissioner Krmeneč commented on the timeline, which she thought optimistic. She hopes we're not just trying to stick to a plan to meet a timeline, especially since a pool committee for community input

has not yet been formed. Mr. Nelson said the hardest part of any project is aligning client expectations with the budget.

b. Discussion on Personnel Policy Updates

Director Shea stated one of his goals was to review and update the District's policy manuals, starting with the Personnel Policy Manual. Updated sections will be brought to the Board at least twice for discussion and a third time for action. President Fagan reminded everyone this is a starting point. Commissioner Krmeneč indicated she has many comments. The comments she would like to share at this time are more content- and policy-related, although she marked up the entire section. She prefaced her remarks saying that the intent of her comments is to make the best product possible for the District. Overall, the Policy Manual seems rather disorganized in terms of certain chapters or sections that are included or excluded. She suggested that an outline be put together as a rough draft and the individual chapters be placed in the correct sections. She provided several specific examples of how the manual could be better (re)organized. She also suggested possible section additions on employee relations, recruitment, labor management, and Prohibited Personnel Practices, adopted from 5 U.S.C 2302 (b). The manual could be more professional in appearance and structure, including a cover, index, hyperlinks to references in other sections, illustrations, and appendices. There is no table of contents and no organizational chart, which could be an appendix. The chapter titles could be condensed or shortened. The manual is inconsistent in terms of referring to employees as him or her or he or she, but not always. The language suggested was the gender neutral they/them or their/theirs. She pointed out that the terms for seasonal and short term employees are not defined. She thought the hours on duty policy in section 1-4 should be reviewed for accuracy. She suggested a policy change for Transfer and Promotion, suggesting the District should be transparent in hiring and promotion. All position vacancies should be open, and all internal candidates can and should apply. President Fagan suggested that Commissioner Krmeneč give her comments to Director Shea and work with him since these are valid points and we want to ensure the manual is correct. Director Shea said this is a starting point, all changes will be presented to the Board, which then has to approve any changes. President Fagan reiterated that Commissioner Krmeneč should work with Director Shea, as she has the expertise. Commissioner Krmeneč stated she wanted to be clear with the rest of the board that some of her suggestions are policy-related, and she doesn't want the board to think she is doing something on her own. Commissioner Krmeneč stated if rest of the Board is okay with her sharing her comments and corrections with Director Shea, including policy changes, she is comfortable with doing so. President Fagan stated he is okay with Commissioner Krmeneč sharing her comments with Director Shea. He inquired about which policies she was recommending changes, since the Board needs to be aware of them to state any concerns. Commissioner Krmeneč stated one policy change recommendation is

that position transfers and promotions should follow regular hiring procedures, through Human Resources, not through an employee's supervisor, as currently outlined. President Fagan agreed with the proposed change. A second recommendation was for Board approval for hiring a Superintendent before a job offer was made. Director Shea stated he will meet with Commissioner Krmeneč regarding corrections and changes. Policy changes have yet to be reviewed by legal counsel, but he will give his professional opinion on recommended changes. He can provide a PowerPoint for the Board at subsequent meetings regarding any suggested policy changes. Commissioner Grada stated style and structure is one item, and each individual policy change is a separate item. President Young stated the Board does approve policy changes but the administration should be comfortable with changes. He doesn't want staff to feel pressured to change anything. President Fagan reiterated these are suggestions.

c. Discussion of Job Description Updates

Commissioner Krmeneč suggested that an up-to-date organizational chart be included in the board packet when discussing job descriptions, which would be helpful to the Board.

d. Action to Establish a DeKalb Community Pool Advisory Committee

Commissioner Krmeneč made a motion to establish a DeKalb Community Pool Advisory Committee, seconded by Commissioner Grada.

President Fagan wanted to keep the committee to a smaller group. Director Shea said there were 11 residents on the committee. President Fagan there is a diverse group of people on the committee. The committee will meet the first Thursday of every month, starting next month. In response to Commissioner Young's question about the committee timeline, President Fagan said the committee should be finished by September. Commissioner Krmeneč asked who the committee chair is because it seems the committee members have already been appointed. She stated that policy is the committee chair establishes the committee. President Fagan said he will be the committee chair. He invited others to serve on the committee. Commissioner Grada said he would like to be involved, but as a non-voting member. Commissioner Krmeneč added that by default every Board member is an ex-officio member. Commissioner Grada questioned whether it might be advisable to increase the number of meetings from 1 to 2 times a month to move this along for a July decision. President Fagan was concerned if there were too many meetings people would not be interested in serving on the committee. Meetings can be increased as necessary. After Director Shea recommended a co-chair, stating typically that is board member. Commissioner Krmeneč volunteered. Commissioner Grada asked whether there is defined focus for the committee, will it present a report, and whether there is a finite end date.

President Fagan indicated the end date will be September and the committee will first address the important items, including pool design, by July to meet the proposed timeline.

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

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

Removed from the agenda under item II, Action on the Agenda.

f. Action on Fireworks Display Contract

Commissioner Krmeneć made a motion to approve the contract with RKM Fireworks Company in the amount of \$15,570 for the 2022 Fourth of July display, seconded by Commissioner Young.

Matthew Beamsley spoke about the importance of community and his monetary donation towards the cost of the fireworks. President Fagan said he is an inspiration and thanked him.

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

g. Action on Alcohol Permit for 2022 Music at the Mansion and for Throwback at the Park

Commissioner Young made a motion to approve the Alcohol Permit for Alcohol Sales at Music at the Mansion and for Throwback at the Park, pending procurement of a City of DeKalb Outdoor Special Event Permit, seconded by Commissioner Krmeneć.

Commissioner Grada asked about a free range permit for the Throwback event, which would allow attendees to have alcohol throughout the park. Although allowed by the City, Andrea Juricic said since this is a family friendly event, the District plans to fence the area where alcohol is allowed, which includes a generous area around the shelter and band shell.

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

h. Action on Security Cameras and Keyless Door Entries

Commissioner Krmeneć made a motion to approve the bid from Security 101 in the amount of \$105,979.00 for the purchase and installation of security cameras

and keyless door entries for District shelters and facilities, seconded by Commissioner Young.

Director Shea indicated that the District last year received a \$50,000 matching grant from City of DeKalb towards the cameras purchase. President Fagan stated that the police department will be able to access our cameras, and will not just have to rely on tape.

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

i. Action on Proposal for 2022 Paving Engineering Firm

Commissioner Young made a motion to approve the proposal from ARC Design Resources Inc. for engineering and design for the District's 2022 paving program for the not-to-exceed price of \$31,000, seconded by Commissioner Krmeneč.

Commissioner Young asked for clarification regarding the path extension from the shelter to the base of the sled hill. Superintendent Mat Emken said it would be from the little circle in the parking area to the sled hill to make it easier for people to walk to the hill. When asked whether this meets ADA accessibility standards, Superintendent Emken indicated that the grade is too steep to be considered ADA accessible, but the path width is a standard 8 foot path.

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

j. Action on DeKalb Park District Digital Marquee at River Heights

Commissioner Krmeneč made a motion to approve the Alternates 1, 2, and 4 from Complete Digital Displays in the amount of \$44,962.00 for the procurement and installation of a digital marquee at the River Heights Golf Course, seconded by Commissioner Grada.

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

k. Action on Hopkins Park Playground Design Consultant

Commissioner Krmeneč made a motion to approve the proposal from Upland Design for design and oversight services for the replacement of the Hopkins Park Playground in the amount of \$32,600 plus reimbursable expenses, seconded by Commissioner Grada.

President Fagan asked when the current playground would be dismantled and the new one installed. Mat Emken said equipment is not planned to be removed until fall, and the new one should be installed by the end of the year.

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

I. Items over \$10,000

i. Bandshell Painting

Commissioner Krmeneč made a motion to approve the quote from Elite Finishes in the amount of \$23,440.00 to paint the Hopkins Park bandshell, seconded by Commissioner Young.

President Fagan questioned when painting would be completed, to which Superintendent Emken stated prior to the first band concert on June 7th, weather permitting. President Fagan further questioned whether there was a guarantee on the paint. Superintendent Emken stated that the paint products themselves have a warranty.

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

ii. Terrace Room Awning

Commissioner Young made a motion to authorize the Executive Director to accept the quote from Johnson Seat & Canvas Shop Inc. in the amount of \$14,100 for the materials and labor for the Terrace Awning, seconded by Commissioner Krmeneč.

President Fagan recused himself from the discussion and vote.

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

iii. John Deere Gator TX Utility Vehicle

Commissioner Krmeneč made a motion to approve the purchase of a John Deere Gator TX Utility Vehicle from Revels Turf and Tractor, of Elgin, IL for the amount of \$10,809.05, seconded by Commissioner Grada.

Golf Maintenance Superintendent Mike Siefken said John Deere can deliver the vehicle in August. The other vendors can't provide a date when the vehicles would be delivered.

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

VII. Financial Reports

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

Commissioner Young said he likes the new reports. Commissioner Krmeneć said the new reports are very helpful and appreciates all the work. Mike Rock indicated he and another member of Lauderbach and Amen have been reviewing data entries for the end of the FY to ensure accuracy. Any feedback is appreciated.

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

Director Shea thanked the staff for wrapping up FY22 and the start of FY 23 budget. He reminded everyone that by the next meeting in May he will have been at the District for one year, and again thanked the staff as well as Board members for their support.

Commissioner Krmeneć thanked Executive Director Shea and Mat Emken for keeping tabs on Nature Trail tree trimming. She thought the Easter egg hunt crowd was the largest she's seen. She appreciates all the new programs and events as reflected in the latest District program guide. She suggested that the District consider a new PA system. As far as programming, Director Shea highlighted that the staff are planning activities for all age groups. Superintendent of Chrissy Tluczek was on an active adult field trip to a play that day. Commissioner Young said no news is good news, as he continues to hear no complaints from the public. Commissioner Grada said John covered it; he continues to see new programming. President Fagan said he has received good responses about the new program brochure. He mentioned Matthew Beamley's address to the Board regarding the fireworks and thought Matthew sold himself short regarding his donation. He suggested that the District highlight his generosity in some way to let the community about him.

IX. Adjourn Public Meeting

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

Motion carried by roll call vote. Aye: Grada, Krmeneć, Young and Fagan. Nay: None.

Absent: French. (4-0-1)

Meeting adjourned at 8:30 p.m.