

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**January 7, 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, Cindy Slinkard, Wendy Hayes, and Dave Kesson.

**II. Action on the Agenda**

Commissioner Krmeneč made a motion to amend the agenda to strike item IV a. under Old Business, seconded by Commissioner Eaton. Motion carried by voice vote.

**III. Public Comments**

**IV. Old Business**

**a. Action on TIF IGA**

Commissioner Grada made a motion to accept the TIF Intergovernmental Agreement, seconded by Commissioner Eaton.

Commissioner Krmeneč asked Mr. Nicklas asked if we are taking less with the TIF agreement. Mr. Nicklas said no- the agreement does 2 things: It represents the steps taking by the JRB to be more transparent and accountable and it also shows what to expect for TIF3 over the next 20 years. Any increment over the TIF will be shared by all the taxing bodies. Commissioner Krmeneč confirmed we would still be reimbursed by the full amount. Mr. Nicklas said it would probably be more.

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

**V. New Business**

**a. Discussion of Tentative Capital Projects for Fiscal Year 2022**

President Young asked if everything on the spreadsheet is expected to be done or just the green and yellow items. Mr. Emken stated some items are pushed based on our current fund balance policies. For example, Irrigation was pushed because

we would do an audit first. The red lined items don't have any projects for Fiscal Year 2022.

President Young said the numbers have changed a couple of times here. About a year back, the number for the Comprehensive Master Plan was \$30,000, at one point it went up to \$50,000 and is now back down to \$30,000. When staff asked to increase by the \$20,000 did that take into account staff doing more of the work on this? Mr. Emken stated the \$50,000 was based on conversations with other park districts as well as two consultants we have worked with in the past. President Young asked if that considered the 2012 master plan as well as internal staff that would be doing some of the work. He said we need to keep a look at this number as well as get several quotes as we look at future budgets on how we arrive at these numbers. President Young also mentioned the gutters line item and the price fluctuation on that. He said the Board approved \$11,500. Mr. Emken stated we have paid part of that. The number put into the CIP form was \$10,720 to finish the work in the spring.

The mechanic's truck was also discussed. Questions including the pricing of tools, options of getting a cheaper truck or using another Park District vehicle and only buying tools. Liability was discussed as the position currently uses his own tools. Commissioner Holiday asked which tools this truck would include, Commissioner Krmenek asked how many field calls have been done this year. Mr. Emken said we had multiple calls that would have saved countless hours. Mr. Emken stated the tools for the truck would be about \$13,000. President Young stated at this point we should consider breaking this out between the truck and the mechanics tools, keeping the tools in the green.

Commissioner Krmenek asked why there was \$1.9 m to spend on capital at the December meeting, with projects now totaling over 2 million. Mr. Emken said the capital bond issuance plus rollover is about 1.4. While the total projects are over 2 million, there is only an ask of about \$1.2 and some change. Commissioner Eaton asked what the current ask amount was. Mr. Emken stated is \$1,461,632 between the new and rollover money. Commissioner Krmenek asked where that number came from. Mr. Emken said it is on the last page in the box down below. The total from the current bond and total rollover, then ADA, then museum. \$1.4 includes the first two line items.

**b. Discussion on Board, Administrative and Personnel Policies**

President Young addressed policy 200.3: Purchasing. Other agencies and legal have suggested reducing the spending amounts. In prior meetings, it was discussed how much additional paperwork would come in front of the board which was not a significant amount. Policy 200.21: Succession was also discussed.

**c. Discussion on Job Descriptions**

When the Marketing Coordinator position was created, there was a question of whether the position would report to the Executive Director or the Superintendent of Recreation. It can either remain under Recreation Division or report directly to the Executive Director. The person in this role has had prior superintendent experience. Commissioner Krmeneč asked whether we have the position of Digital Media and Marketing Specialist as listed under “supervision exercised”, since it is not shown on the organizational chart. Mr. Bruggeman stated that position was held by a former employee that resigned. President Young asked if that position was eliminated with the creation of this position. Mr. Bruggeman stated it was not.

For the Executive Director position, Commissioner Grada noted it would be easier to assess changes if we had an annotated copy. There was a discussion of minor updates versus more comprehensive updates. President Young stated going forward, on minor revisions we can do strikethroughs but not on more extensive updates. President Young stated, in response to Commissioner Grada’s question of why the job description is being reviewed and updated, that as time changes and this position became vacant, the description should be updated to be current with responsibilities and technology, more streamlined, and attract job applicants. Commissioner Eaton stated on the second point under planning- develops 3-5 year capital plan, he would always like to see a 5 year. Also, under records, reports and meetings there is nothing about the provision of board packets.

**VI. Action to Accept Financial Reports**

Commissioner Grada made a motion to accept the monthly financial reports presented in December 2020, seconded by Commissioner Eaton.

President Young asked if the contract with Sundog for IT was a multi-year contract. He asked if we were coming up on an expiration on that contract. Mr. Emken said we can find that information out.

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**

**VII. Executive Session**

- a. Personnel 2(c)(1)**
- b. Collective Bargaining Matters 2(c)(2)**

Commissioner Grada made a motion to go into executive session under 2(c)1 Personnel and 2(c)2 Collective Bargaining Matters, seconded by Commissioner Eaton. Motion carried by voice vote.

Roll call vote.

**VIII. Reconvene Open Meeting**

The open meeting reconvened at 7.58 p.m.

**IX. Adjourn Public Meeting**

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

Meeting adjourned at 7:59 p.m.