

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**November 21, 2019**  
**Ellwood Visitors Center, DeKalb, IL**

**Public Meeting**  
**6:00 p.m.**

**I. Meeting Call to Order:**

President Phil Young called the meeting to order at 6:02 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:** Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Finance & Administration Heather Collins, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson, and Park Maintenance & Special Projects Team Leader David Kessen.

**II. Action on the Agenda**

Commissioner Holliday made a motion to approve the agenda, seconded by Commissioner Krmeneč. 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. Public Meeting of October 3, 2019
- b. Public Hearing of October 17, 2019
- c. Public Meeting of October 17, 2019

Commissioner Krmeneč made a motion to approve the agenda, seconded by Commissioner Eaton. Motion carried by voice vote.

**IV. Public Comments**

**V. Old Business**

**VI. New Business**

- a. **Action on Health Insurance Renewal for 2020**

Commissioner Grada made a motion to approve the health insurance renewal with Blue Cross/Blue Shield as well as dental, vision, life insurance, and AD&D renewal with Principal Financial Group for Calendar Year 2020, seconded by Commissioner Eaton.

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

**b. Action Authorizing a Contract with N-TRAK Group, LLC for the Veteran's Park Project**

Commissioner Grada made a motion to authorize a contract with N-Trak Group LLC for the Veteran's Park Culvert Removal Project in the amount of \$23,877.00, seconded by Commissioner Eaton.

President Young asked if there was a high level of confidence from the engineer that if we spend the money on this the issue it will be resolved? Mr. Emken responded yes. Commissioner Holliday asked if there was anything our staff could do? Mr. Emken said not easily, no. Commissioner Grada added it would be too substantial. Commissioner Krmeneč asked if that portion of the railroad track would be removed and Mr. Emken responded yes.

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

**c. Action Authorizing a Contract with Elliott & Wood, Inc. for the South Fourth Street Berm Project**

Commissioner Grada made a motion to authorize entering a contract with Elliott and Wood for the South Fourth Street Berm Project for the base bid amount of \$48,000.00, seconded by Commissioner Eaton.

Mr. Emken stated we would do the alternate 1 option in house. Commissioner Holliday wanted to know if there would be any damage to the parking lot that was just finished. Mr. Emken said no.

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

**d. Action to Appoint Delegate to IAPD Annual Business Meeting in January 2020**

President Young wanted to discuss who the delegate would be before the motion. Executive Director Doll volunteered with Mr. Emken being the alternate.

Commissioner Krmeneč made a motion to appoint Amy Doll as the DeKalb Park District delegate and Mat Emken as alternate delegate to the IAPD meeting on January 25, 2020, seconded by Commissioner Eaton.

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

**e. Action on Administrative Policies 3-16: Policy on Alcohol and Drug Abuse and 3-17: Policy D.O.T. Drug and Alcohol Procedure for CDL Employees**

Commissioner Grada made a motion to approve Administrative Policies 3-16: Policy on Alcohol and Drug Abuse and 3-17: Policy D.O.T. Drug and Alcohol Procedure for CDL Employees, seconded by Commissioner Krmeneč.

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

**f. Action on Staff and Board Travel Forms**

Commissioner Grada made a motion to approve Travel, Meals & Lodging Forms for Board and Staff, seconded by Commissioner Eaton.

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

## **VII. Financial Reports**

**a. Action on Invoices for Payment**

Commissioner Grada made a motion to approve paid invoices from October in the amount of \$1,452,832.59, seconded by Commissioner Eaton.

Commissioner Krmeneč brought up the administrative policy regarding Cash Internal Controls. She stated that the policy says that all payments be made by check and that there should be no petty cash. It also says that accounts payable prepares a report listing open invoices. The Board should receive this list in advance and has the opportunity to question. She said that she can't accept the petty cash fund. Executive Director Doll stated staff will review the policy and speak to those items. President Young asked Commissioner Krmeneč if this is an accounting issue to which she stated that staff using petty cash for purchases is a violation of policy and that the board is being asked to approve things after they have already been paid.

Ms. Collins explained that many of the invoices have a quick turnaround and could potentially be late. President Young asked at the next discussion to share what our process is now and that the staff should cease use of petty cash until further notice. Commissioner Holliday asked if there was someplace close that we

could charge. President Young asked at what level does someone have authority to use a charge card. Ms. Collins said it would be the Clubhouse Manager or Superintendent. Multiple events per weekend could require the manager to go multiple times to purchase.

Motion carried by roll call vote. Aye: Grada, Holliday, Young. Nay: Krmeneč, Eaton. Absent: None. (3-2-0)

**b. Other Financial Reports**

Commissioner Eaton wanted to know for the FOIA requests what the staff hours were in terms of money. How does declaring officers work? Do we have the staff to have other officers? How can the Park District best address this? President Young agreed with Commissioner Eaton that some of the hours are quite intensive and staff should have the resources to do all their work. Do we have enough FOIA officers and what is this costing us in terms of monthly work? Also, if we have superintendents with a lot of responsibilities, we do need to consider other staff. He also wondered how much this was costing in legal.

Commissioner Holliday wanted to know if we are continuing to receive FOIA requests. Ms. Doll responded that we received two today. Commissioner Grada asked if we could create a document that stated how much the Park District has spent of taxpayer dollars for these requests. Commissioner Krmeneč said we have to be careful with what information you put out as to not make the situation worse. Commissioner Eaton responded that the City did publish the list and it did help to reduce the number of requests. President Young said it would be helpful to get one or two more staff trained. One who comes to mind when we are talking of confidentiality is hr.

**VIII. Strategic Plan Update Report**

Commissioner Krmeneč wanted to see the format changed. When she looks at the report, it is the same report over and over and she doesn't know what is new unless she goes back to review previous reports. She suggested having the new stuff at the top and then a second heading that says ongoing.

**IX. Adjourn Public Meeting**

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

Meeting adjourned at 6:40 p.m.