

**MINUTES**  
**DeKalb Park District**  
**Public Meeting of the Board of Commissioners**  
**October 1, 2020**  
**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 6:02 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 Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson.

**II. Action on the Agenda**

Commissioner Eaton made a motion to amend the agenda to change items C and D under new business to discussion items, seconded by Commissioner Holliday. Motion carried by voice vote.

**III. Public Comments**

**IV. Old Business**

**V. New Business**

**a. Discussion of Nature Trail master plan update**

Sam DeDina from Encap presented plans for updating the Nature Trail restoration plan to include the 8.5 acres of land adjacent to the trail that the District recently acquired.

Commissioner Grada asked why the plan called for removal of hackberry trees and also planting more. Sam said that she had made a revision to the planting plan that did not include removal of the hackberry trees. Commissioner Grada also asked if there would be any consideration of planting additional trees for a canopy. He like the idea of adding a trail as well. Sam said they would only be removing some to make a better assemblage of trees for a canopy.

Commissioner Krmeneč was concerned we would be taking out a lot of native trees. She asked the dead trees would be left on the ground and thought that would

help to preserve the wildlife area. She disagreed with the idea of a path and thought between the floodplain and possible undesirable usage it would be better not to build a trail.

President Young asked if there was a rough estimate on what it would cost. Sam said for the restoration the per acre cost is almost the same as for phase 1 and 2 of the Nature Trail restoration at about \$2500. President Young mentioned that while he is a big proponent of trail and path extensions, there may be other parks that may be a better area for trails because of the floodplain and the need for stairs or switchbacks. His thoughts were to leave it natural for a few years then address it then. Commissioner Eaton concurred.

**b. Discussion of RFP for Comprehensive Master Plan**

Executive Director Doll presented a draft of an RFP for hiring a consultant to assist with the development of a comprehensive master plan. President Young asked about all of the data we currently have such as the old plan, the golf plans, the aquatics plan being worked on, and how we would use all of that information and integrate it with this new plan. Executive Director Doll said the RFP does reference that those things are taking place and the consultant would be directed not to spend as much time on those areas.

Commissioner Eaton liked the idea of the hybrid approach where Park District staff could assess where we are at and take more ownership of the process up front to determine where we need more assistance. Right now, we would still be leaving it up to the consultants. Commissioner Kremenec agreed and said she felt before we go out for RFP, an assessment of the status of the recommendations from the 2012 Open Space plan should be done. She said she thinks there are things we can be doing in house with the current financial status.

Director Doll said staff could bring a spreadsheet back to the board that would show the assessment of the current parks and facilities.

**c. Discussion on Superintendent of Finance & Administration Job Description**

Director Doll presented an update of the Superintendent of Finance and Administration job description. President Young asked if we have ever had an OMA designee in the past. Executive Director Doll stated a few years ago the board did say designate that the Superintendent of Finance position should take training for both OMA and FOIA. President Young also had questions on the position updating policies and wanted the description to clarify that it this position would recommend updates to policy to the board for approval. He asked about whether this position needs to be the KSRA representative and asked about some of the IT duties. He also asked if the interim Superintendent, Nancy McCaul, had looked over the job description and what her thoughts were. Director Doll stated that Nancy had reviewed it and her comments were that it is a little overwhelming. Typically, a job description would be condensed to 1-3 pages. She was also concerned with the District's ability to find someone to do all of this

at this salary level.

Commissioner Eaton thought it was too long as well. He did think a couple of things needed to be added such as assisting in preparing the organizational chart, looking at salary ranges, conducting surveys, and offboarding. Commissioner Krmenech asked if the District has a formal exit interview. Director Doll stated that this is part of the HR Manager's job duties, as well as some of the other items mentioned for adding to this job description, which is why they are not included in this job description.

President Young asked to see the job descriptions of the other positions that report to this position. Commissioner Eaton also thought that would be helpful in consolidating this job description.

**d. Discussion on Filling Superintendent of Finance & Administration Position**

President Young asked if there was a good time of year or anything in terms of finance coming up that would help determine when to hire. Executive Director Doll stated the District has both budget season and audit season approaching. In the industry there is not a particularly good or bad time for hiring, however this is a bad time to be without a Superintendent of Finance for this District given that it is budget season.

**VI. Adjourn Public Meeting**

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

Meeting adjourned at 7:01 p.m.