

MINUTES
DeKalb Park District
Public Meeting of the Board of Commissioners
October 15, 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 6:00 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: Executive Director Amy Doll, Superintendent of Parks & Development Mat Emken, Superintendent of Recreation Greg Bruggeman, Accounting & Administrative Assistant Jennifer Anderson, Cindy Slinkard, Wendy Hayes, Dave Kesson.

II. Action on the Agenda

Commissioner Eaton made a motion to amend the agenda to include under old business the Superintendent of Golf position, seconded by Commissioner Holliday. 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. Minutes of the Public Meeting of September 3, 2020
- b. Minutes of the Public Meeting of September 17, 2020
- c. Minutes of the Executive Session Meeting of September 3, 2020
- d. Minutes of the Executive Session Meeting of September 17, 2020

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

IV. Public Comments

V. Old Business

a. Discussion of Superintendent of Finance & Administration Job Description

Commissioner Krmeneč noted multiple items that were in the original job description that were left out of the new description. She felt they all had direct

relation to the financial responsibilities. Also, there were a few knowledge, skills and abilities that needed to be added back in.

Commissioner Grada stated he was concerned with the level to which the board was trying to micromanage this. While he did not entirely disagree with what Gail was saying, he felt this needed to get advertised and filled.

Commissioner Eaton concurred with Commissioner Krmenek about the core needs. We have interim help and did not understand why this process needed to be rushed. Director Doll responded that the interim position is only working 20 hours and will not be with the District after December 4th. President Young asked if after that date, GovTemps would look for another person to fill the position and said that if GovTemps can not find one for the District that another agency could.

Commissioner Holliday asked how long it would take to add the items that were suggested by Commissioner Krmenek. Director Doll responded that if there is a consensus from the board, she can add them back it and bring back to the next meeting for a vote. Commissioner Grada said to add them back in and bring this to a vote. Director Doll clarified the items that would be added back to the proposed job description that are in the existing job description.

Commissioner Krmenek asked when the job is advertised, what would be put in the announcement. Director Doll said the HR Manager creates an announcement that is a summary of the job description.

b. Discussion on Nature Trail Master Plan Update

President Young noted that the states that brush would be stacked and burned on site. He said that he thought that the view of the board has always been that the District would not burn on property. Mr. Emken stated that can be removed. He said that it is a standard practice in the industry, but it can be removed.

Commissioner Krmenek agreed with President Young.

Commissioner Krmenek asked if we are completely done with the restoration work of phase 2. Mr. Emken stated we have a contract for two more years of supervised maintenance by Encap. Commissioner Krmenek asked how much was budgeted this fiscal year and how much have we already spent this year. Director Doll responded that we budgeted just over \$50,000 and have spent about \$15,000 of that on the restoration and maintenance work on the Nature Trail this year.

President Young asked where else are we doing this level of clearing beyond the Nature Trail. He wondered if the money would be better spent going into other trails at various parks rather than land we are just now acquiring. Director Doll stated this plan is an extension of an existing plan. President Young asked if we

have paid for everything for phase 1 and 2. Director Doll said we had not and that there will still be some expenses for maintenance of phase 1 and phase 2.

c. Discussion of Superintendent of Golf

Commissioner Eaton brought this item to discussion because there was a board consensus to strike PGA preferred from the job description, but when it was initially posted that was included. Also, the position is being referred to as director of golf. Director Doll stated that the position was posted on September 3rd after the board approved filing the position. The revised job description was not approved until the September 17th meeting. At that time, the job description was changed immediately following with the job posting being changed. Staff have also discussed this with golf community. In the industry, Superintendent refers to maintenance. For clarification purposed, the position was posted as director/superintendent.

Commissioner Krmeneč stated she disagreed. She stated the job description approved by the board had superintendent and director in parenthesis. In the original job posting it does not include the knowledge, skills and abilities. It still does not reflect what the board approved. She stated that how this is advertised is leaving people out who may not have applied. Director Doll stated the full job description is linked to the summary and would be used for interviewing.

President Young wanted to clarify that for 15 days, the incorrect job description was posted. Director Doll stated that as soon as it was updated and approved, the job description was updated. What was initially posted was what had been approved prior to that. Commissioner Holliday asked if the posting had closed. Director Doll said it was still posted and that we have received 13 applications. She noted that not all applicants have PGA certification.

Commissioner Krmeneč said she was concerned with how we are going about this and how the job was advertised. Her understanding was that there was a committee formed that will be doing interviews for this. There is concern that non staff people being involved in hiring process who are not covered under our insurance policy should anything happen during the hiring process. She said that we should close this and start over and repost the position. She said that no one other than staff should review the applications and conduct interviews. Commissioner Holliday felt we should totally start over. Commissioner Krmeneč said that those candidates could choose to keep their application active after the position is reposted and would be considered.

Director Doll asked if staff could move forward with interviewing the current candidates while the position was left open. President Young was concerned with

the 15 days the position was posted incorrectly and the fact that someone may not have applied who would have if it was correct. Commissioner Eaton concurred.

Commissioner Grada felt the differences to be minor at best in the overall process and that the board was again micromanaging. President Young disagreed. Commissioner Krmeneč stated we need to do this in the correct manner and that an extra week or two weeks will not make a difference since it is the end of the season. The District can repost the position, notify applicants so they can re-apply or use the application they have on file. Director Doll was directed by the board to repost the position.

VI. New Business

a. Items Over \$10,000

i. Haish Gym Gutters

Commissioner Eaton made a motion to approve the quote from DeKalb Mechanical for the replacement of gutters and downspouts on the south gym at Haish Gym in the amount of \$10,450.00, seconded by Commissioner Krmeneč.

Commissioner Grada recused himself from the vote.

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

VII. Financial Reports

Commissioner Grada made a motion to accept the monthly financial reports for September 2020, seconded by Commissioner Eaton.

Commissioner Krmeneč asked if the charge to RRD holding for garbage was a holdover. Mr. Emken stated there was an issue with Northern Illinois Disposal getting their stuff out and October 30th is the targeted date for the new dumpsters.

Commissioner Krmeneč also asked who the GCSAA membership was for, why there are charges to Meijer, and what the sponsorship was at Kishwaukee College. Director Doll responded the membership was for Adam Anderson, and the employee who made purchases at Meijer has been talked to about using Walmart or a DeKalb location. Director Doll stated the charge to Kishwaukee College is for tuition for the facility maintenance employee.

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**
- f. **FY 2021 Budget Projection Report**
- g. **Budget/Actual Report**

VIII. Strategic Plan Update Report

Commissioner Krmenec said that the District should be looking at golf rounds and data to get baseline information. She also mentioned that our program guide had several pages that advertise the library's programs and wanted to see if they paid for that. Mr. Bruggeman said it was a merge of two documents and they did pay. Commissioner Krmenec said it is noticeable the marketing that is going on and that it has truly improved.

Commissioner Holliday said it is noticeable that we have had an increase in rounds being played at River Heights this season.

IX. Adjourn Public Meeting

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

Meeting adjourned at 7:11 p.m.