

**DeKalb Park District  
Special Meeting  
Of the Board of Park Commissioners of the DeKalb Park District  
Hopkins Park Community Center  
1403 Sycamore Road, DeKalb, IL**

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**Public Meeting 5:00 p.m.**

**Board members present:** President Phil Young, Commissioner Dean Holliday, Commissioner Keith Nyquist, Commissioner Bryant Irving and Commissioner Dag Grada.

**Staff Members Present:** Executive Director Jason Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks and Recreation Mat Emken, Food and Club House Manager Jane Holdridge, Athletic Supervisor Bill Ryder and Finance Administrator Josephine Knoble.

**I. Meeting called to Order and Roll Call**

President Phil Young called the meeting to order at 5:05 p.m.

**II. Action on the Agenda**

Commissioner Irving made a motion to approve the agenda as presented, seconded by Commissioner Grada. Motion carried by voice vote.

**III. Public Comment**

None.

**IV. Finance / Budget Report**

Executive Director Jason Mangum advised that this meeting was called for an update from Finance and from Parks, and to discuss future capital projects. He added that the master plan gives priorities to what needs to be done.

He also said that the discussion will be about recreation, parks and golf and what the short- and long-term priorities are.

Lisa Small, Superintendent of Finance, discussed the Year-to-Date Fund Summary. She explained that property taxes are mostly collected and the District should get a final settlement in November. She also said that the general fund reflects 7 months of activity. She said that \$5,792,964 is the total fund balance at this time, and that at the end of the fiscal year the number should be \$2,654,487. Commissioner Irving asked if the \$5 million was cash in the bank. Ms. Small advised that they use an accrual system, so it will be plus or minus approximately \$150,000.

Ms. Small then went over the budget considerations. She advised that the District is under a tax cap, which means that the tax levy cannot be more than 5% than last year. She said that the District is looking at a flat tax levy. She said that the Board will need to discuss available funds, tax levy projections, grant opportunities, which will be few, and fees charged for services. She talked about looking at programming changes, intergovernmental agreements, and facility sharing arrangements. She will also take a look at staffing changes for seasonal hiring.

President Young asked if 63% is a standard percentage. Ms. Small explained that each taxing body decided what their own levy would be.

Ms. Small discussed the General Fund, which contains the Administration Department, Parks Department, and the Community Center. She added that governments are required to use fund accounting.

Ms. Small said that the general fund will have a fund balance of 1,023,145 as of 2/29/16. She went on to the Recreation Fund, which includes the Recreation Department, the Athletic Department and the Concessions Department. As of 2/29/16, the projected fund balance will be \$13,686.

Ms. Small moved on to the Insurance Fund, which is predominately used for insurance payments to Park District Risk Management Agency (PDRMA), payments to IL Department of Employment Security for unemployment insurance and risk management activities.

Ms. Small briefly discussed the audit fund, social security fund and the IMRF fund.

Commissioner Nyquist asked about the Social Security Fund.

Ms. Small discussed the Museum fund – revenues are 80% tax revenues and 20% rental revenues. The Museum fund also includes the Nehring Center.

Ms. Small then discussed the Special Recreation Fund. She said that revenues are 100% tax revenues. She added that expenditures include contribution to KSRA for special recreation programming. Also, accounted for in the Special Recreation fund are expenditures for capital projects, specifically related to special recreation programs and ADA projects.

Ms. Small also discussed the Capital Projects Fund, which includes the projected Maintenance Campus Building.

Ms. Small then discussed the Debt Service Fund.

Ms. Small talked about the Golf Course Fund, which includes River Heights and Buena Vista. This fund has a projected deficit of \$160,020.

Hopkins Pool has a projected deficit of \$39,712. Ms. Small explained that it is

important to keep the deficits where they are so that all funds are accounted for properly.

### **Parks / Projects Report**

Mat Emken, Superintendent of Parks and Development discussed the master plan, and the deficiencies still outstanding from the ADA project.

Mr. Emken distributed a list to the Board that included completed projects and projects that have not yet been completed. Director Mangum advised that this document could be merged with the land use document so that staff can look at the entire picture.

Mr. Emken also distributed a list to the Board that includes priority one projects that are not on the master plan.

Commissioner Holliday asked about the ramp at Buena Vista. Mr. Emken advised that the ramp needs to be replaced, so the ramp will likely be moved. He advised that this project would be done in-house.

President Young asked about the Katz Park Dog Park. Mr. Emken advised that the ADA sloping will be corrected with the present project. Mr. Emken also advised that the locker rooms have been started and are in the preliminary design stage. Director Mangum advised that the Board will need to approve the major portion of the locker room project.

Commissioner Holliday asked if the District was ADA compliant. Director Mangum advised that the District is in compliance because there is a plan, which was required to be in place by 2014.

Commissioner Irving asked how many handicapped people use the pool. Ms. Doll advised that it is not tracked, but Camp Maple Leaf has a large number of participants. She also advised that staff does accommodate those in need. She also advised that the pool is ADA compliant because there are stairs and a lift.

### **V. Budget Discussion**

Director Mangum distributed sheets that represented each division. He then asked the Board to put their priorities on the sheets and then each item will be discussed and prioritized. President Young clarified that there will be no voting, just putting items in priority order.

Commissioner Irving asked if the ADA projects with the pool will be done by opening day next summer. Director Mangum advised that they will not be done by opening day. They have done all the small projects that they can do in-house, and they are compliant because they have a plan in place.

Commissioner Nyquist asked about a leak test that was done on the pool. Director Mangum said that the leak test showed that if there are leaks they are negligible.

Ms. Doll, Ms. Small and Mr. Emken compiled the Board's priorities on a list for each department. Director Mangum read through the lists of priorities. He then asked the Board members to take 6 of the 14 long term items in the Parks Department and prioritize those 6 items; and also to take 4 of the short term items in the Parks Department and prioritize those 4 items.

President Young advocated the maintenance campus. He said that staff does not need to be working in that environment any longer. Director Mangum said that the maintenance campus is something that staff is ready to discuss with the Board.

The long term items were:

- More trails, connections, between trails (path enhancement, Prairie South, Kiwanis)
- 2<sup>nd</sup> Dog Park (south of railroad tracks)
- Development of Kiwanis Park
- More Park presence south end of town

The short term items were:

- Hopkins Shelter Year Round
- Maintenance Shop
- Sled Hill
- Develop Project Tracking System

President Young thanked the staff for all the work that they have done to get this meeting together and get this information to the Board.

## **VI. Adjournment**

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

Meeting adjourned at 6:50 p.m.