

**DeKalb Park District
Board of Commissioners Meeting
Minutes
December 11, 2014**

Study Session

Board members present: President Phil Young, Commissioners Dean Holliday, Keith Nyquist, and Bryant Irving.

Staff Members Present: Executive Director Jason Mangum, Superintendent of Golf Operations Roger Huber, Superintendent of Finance Lisa Small, Facility and Marketing Superintendent Scot deOliveira, Colleen Belmont, Bill Ryder, Amy Doll, Todd Bex, Josh Clark, Mat Emken.

Others Present: Attorney, Jim Rock.

The Study Session of December 11, 2014 was called to order by President Young at 6:06 p.m.

INTRODUCTION OF MAT EMKEN, SUPERINTENDENT OF PARKS & DEVELOPMENT

Executive Director Jason Mangum introduced Mr. Emken, Superintendent of Parks and Development. Mr. Emken told the Board a little bit about himself. The Board welcomed Mr. Emken.

FY2016 PRELIMINARY BUDGET DISCUSSION

Mr. Mangum advised that the preliminary budget was available for the Board to review. He added that the budget should be ready for approval in February 2015.

Lisa Small briefly went over the different funds. She advised that, two years ago, the Board passed a fund policy and this budget is in line with that policy. She also advised that some funds will not be levied as much as the proposed expenditures, adding that staff is still working on capital requests and she will be getting more input from staff and the Board.

MAINTENANCE BUILDING DISCUSSION

Mr. Emken provided a power point presentation to the Board. He advised that the current campus was constructed in 1934 and this year problems with the north wall of the building were found. He also added that the trusses are an old style called bow string trusses and the second floor is not tied into the concrete floor.

Commissioner Nyquist clarified that the second floor is not attached to the concrete, and Mr. Emken advised that no staff is currently housed on the second floor. He concluded that the entire north wall will need to be demolished and rebuilt. He also advised that the trusses do not meet

current snow load codes. He also added that staff has moved entirely out of the building and is operating out of the south building.

Commissioner Irving and President Young had questions. Mr. Emken advised that this issue is impeding staff's ability to do their job efficiently. Mr. Bex advised that they have adjusted, but the biggest challenge is now season.

Commissioner Irving asked if a large snow fall could bring the building down, Mr. Emken said that the engineering says that it is very possible that it could happen. Mr. Mangum said that staff has been willing to do whatever it takes to get the job done and has made it work. Commissioner Irving was concerned about safety of the staff.

President Young asked about the west building. Mr. Bex advised that they have already shored up walls in that building.

ADJOURNMENT

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

Meeting adjourned at 6:29 p.m.

**DeKalb Park District
Board of Commissioners Meeting
December 11, 2014
River Heights golf Course Clubhouse
1100 S. Annie Glidden Road, DeKalb, IL**

Public Meeting 7:00 p.m.

Board members present: President Phil Young, Commissioners Dean Holliday, Keith Nyquist, Bryant Irving.

Staff Members Present: Executive Director Jason Mangum, Superintendent of Golf Operations Roger Huber, Superintendent of Finance Lisa Small, Facility and Marketing Superintendent Scot deOliveira, Colleen Belmont, Bill Ryder, Amy Doll, Todd Bex, Josh Clark, Mat Emken.

Others Present: Attorney, Jim Rock.

I. Meeting called to Order and Pledge of Allegiance

President Phil Young called the December 11, 2014 public meeting to order at 7:04 p.m.

II. Action on the Agenda

Commissioner Nyquist made a motion to amend the agenda adding Purchase of Real Property to Item X. Executive Session, seconded by Commissioner Holliday. Motion carried by voice vote.

III. Action on Minutes from previous meetings

Commissioner Nyquist made a motion to approve the meeting minutes from the Study Session and Public Meeting of November 13, 2014; and the minutes from the November 7, 2014 Special Meeting, seconded by Commissioner Irving. Commissioner Irving made one correction to the minutes. Motion voice vote.

IV. Correspondence

None.

V. Public Comments

None.

VI. Old Business

a. **Action on Ordinance 14-13: 2014 Tax Levy Ordinance**

Lisa Small discussed the ordinance. She advised that the Ordinance was available for public review for thirty days.

Commissioner Irving made a motion to approve Ordinance #14-13, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

VII. New Business

a. **Board Vacancy**

President Young advised that Commissioner Per Faivre submitted his letter of resignation and Attorney Jim Rock explained the process. Mr. Rock advised that Section 2-25 of the Park District governs this process. He spoke about how this process is different from municipal government. He advised that only the Park District as a whole can declare a position as vacant. He added that general election law is more specific for Park Districts and the Park District law prevails.

He recommended that tonight the Board declare the vacancy, then appoint someone to fill the position until the second regularly scheduled election for the office following the appointment, which would be the 2017 election. He advised that the appointment will occur at a future meeting, because it is not on tonight's agenda.

Commissioner Irving clarified that the person that is appointed will need to stay on until the 2017 election.

Commissioner Nyquist asked if the Board is bound by law to follow this action that has been described and the law does not allow the seat to be on the April 2015 ballot. Mr. Rock advised that this action is not discretionary.

Commissioner Holliday made a motion to declare a vacancy on the DeKalb Park District Board of Commissioners, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

b. **Action on Resolution 14-14: Enterprise Zone**

Paul Borek made a brief introduction and answered questions.

President Young asked about the advisory board, and what kind of role the District would have. Mr. Borek advised that the advisory board would consist of the Executive committee and representatives of each of the participating taxing bodies. President Young asked if the District would have voting capability. But, the executive director will work closely with the taxing bodies in creating policies in operating the enterprise zone. President Young had other questions, which Mr. Borek answered to the Board's satisfaction.

Commissioner Nyquist had a question about language in the resolutions. Mr. Borek advised that it is somewhat standard legal language. Commissioner Nyquist asked if the resolution has contemplated which resolutions would be repealed as part of the enterprise zone. Mr. Borek said that there would only be portions of resolutions repealed. Attorney Rock advised that this is very standard language and most resolutions and ordinances would have this language because you would not want portions that would conflict with the enterprise zone resolution.

Commissioner Nyquist asked if a company wanted to move into the enterprise zone, would they be allowed to bring in current employees. Mr. Borek said that relocation of jobs would count as new jobs, if they meet the guidelines in the resolution. Commissioner Nyquist also asked if the names of the companies would be made public. Mr. Borek advised that, yes, the names would be announced and information on job creation would be made public. Commissioner Nyquist had other questions, which Mr. Borek answered to the Board's satisfaction.

Commissioner Holliday asked if there was a chance that it could be turned down. Mr. Borek advised that it is a very competitive process and it is possible that it could be turned down. Commissioner Holliday also asked if it will help if you have many Board's approving the enterprise zone. Mr. Borek said that it will certainly help.

Commissioner Irving asked if the new governor will have an effect on this. Mr. Borek advised that they do not know how the governor-elect feels about enterprise zones.

Commissioner Nyquist had a question about wage rates. Mr. Borek advised that the wage rates would be for the life of the enterprise zone, which is 15 years with a 10 year extension. Commissioner Nyquist asked Mr. Rock about conflict section of the resolution. Mr. Rock advised that if the law changes the company would need to comply with the State Law.

President Young asked about stats about how many companies that get incentives survive for 10 years. Mr. Borek advised that this only applies to industrial business, it does not apply to commercial or retail, but most have survived. President Young also asked about other stats. Mr. Borek advised that the DeKalb Economic Development Commission has stats that go back 25 years. He said they project continuous, stronger growth on the industrial side.

Commissioner Nyquist said he sees the benefits, but is still a little skeptical. Commissioner Holliday advised that you need to spend money to make money and he is in favor of the enterprise zone.

Commissioner Irving made a motion to adopt Resolution #14-14, approving the Park District's participation in the DeKalb County Enterprise Zone, seconded by Commissioner Holliday. Motion failed by roll call vote. Aye: Holliday, Irving, Nay: Nyquist, Young. (2-2)

c. Action to Accept Parcels Transferred from the City of DeKalb at 429 and 430 Fairmont, DeKalb, IL.

Executive Director Jason Mangum advised that as part of the 2009 FEMA Grant, the City of DeKalb purchased several flood prone properties throughout the City and that several of these properties were determined to have potential interest to the Park District and were offered to the District at no cost. As part of this process, the District accepted several properties adjacent to Lions Park.

Recently, two other properties were identified as potential interest to the District. 429 and 430 Fairmont Drive are located north of green space owned by Northern Illinois University and may provide for future value to the Park District.

After a short discussion, Commissioner Irving made a motion to accept the parcels transferred from the City of DeKalb, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

d. Action on Employee Cafeteria Plan Contribution Limits.

Superintendent of Finance Lisa Small recommended that the Park Board set the limit for employee contributions to and reimbursements from a Section 125 Cafeteria Plan at \$5,000 for dependent care and \$2,550 for medical expenses, for calendar year 2015. These are limits set by the IRS for Section 125 plans. She added that there is no expenditure to the District, since cafeteria plan contribution and reimbursements are 100% employee funded.

Commissioner Nyquist made a motion to approve the Cafeteria Plan Contribution Limits, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

e. Action on Projects over \$10,000.

I. Architect Contract for Ellwood House Museum Grant Project.

The Park District was awarded the 2014 DNR Public Museum Grant to assist with improvements at the Ellwood House. These improvements require the use of an architect. The amount request was \$13,500, and \$20,000 was budgeted for this expense.

Commissioner Nyquist made a motion to approve the expenditure, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

II. Max Galaxy Recreation Software.

Mr. Mangum advised that the addition of this software will bring online

registration to the District. The amount requested is \$11,470 in FY2015, and \$8,820 annually.

Commissioner Nyquist made a motion to approve the expenditure, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

III. Playground Equipment for Katz Park.

Mr. Mangum advised that Katz Park has been without playground equipment since 2004. Cunningham Recreation will provide the Park District with new equipment for Katz Park, which retails for \$124,750 for \$77,000.

After a short discussion, Commissioner Irving made a motion to approve the expenditure, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

VIII. Financial Reports.

a. Action on Invoices for Payment

Commissioner Irving asked questions about three computers purchased from Sun Dog Computers. Ms. Small advised that they were replacement computers and they were a budgeted expense.

Commissioner Irving asked about an invoice from the City of DeKalb in the amount of \$1,200. Ms. Small advised that the City of DeKalb does some mowing for the Park District and bills the District. She added that the City of DeKalb was behind in billing.

Commissioner Irving asked about an expense to Sikich in the amount of \$2,300. Ms. Small advised that it was for the annual audit.

Commissioner Irving made a motion to approve the invoices for payment, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

b. Monthly Financial Summary

Ms. Small briefly went over the monthly financial summary.

c. Purchase Orders

Ms. Small briefly went over the purchase orders for the month.

d. Budget/Actual Report

Ms. Small briefly went over the budget/actual report.

IX. Committee and Staff Reports

a. Ellwood House

Parking Spaces – compromise was reached – only requiring the District to add 8 parking spots. Just finished up their holiday event. Good, positive reports from people that attended.

Commissioner Nyquist asked if Mr. Mangum had been in contact with the Ellwood House board to find out their opinion on the compromise. Mr. Mangum advised that he hasn't spoken to the Board, but most have expressed their satisfaction.

President Young advised that the First Congregational Church has offered the use of their parking lot for overflow.

b. Plan Commission

Commissioner Nyquist advised that the Plan Commission is discussing another cell tower near McCormick Park. Public Hearing was continued.

c. Trails and Trees Committee

No report

d. Staff Reports.

Mr. Mangum advised that there is staff that has gone above and beyond recently. He advised that it really is a team effort, departments are coming together to work together to put programs together.

X. Adjourn the meeting to go into Executive Session for the purpose of discussing the minutes of meetings lawfully closed, whether for the purpose of discussing the approval of the minutes or semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)(21) of the Illinois Open Meetings Act.

Commissioner Nyquist made a motion to adjourn to go into executive session for the purpose of discussing the minutes of meetings lawfully closed, whether for the purpose of discussing the approval of minutes or semi-annual review of the minutes as mandated by Section 2.06, pursuant to Section 2(c)(21), and for the purpose of real property, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Holliday, Irving, Nyquist, Young. (4-0)

Board went into executive session at 8:20 p.m.

XI. Reconvene Public Meeting

The Board reconvened the Public Meeting at 9:24.

XII. Adjourn Public Meeting

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

Meeting adjourned at 9:26 p.m.