

MINUTES
DeKalb Park District
Board of Commissioners Meeting
December 17, 2015
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL
6:00PM
Study Session

Call to Order: President Phil Young called the Study Session to order at 6:00 p.m.

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

Staff members present: Executive Director Mangum, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Athletics Supervisor Bill Ryder, Financial Administrator Josephine Knoble, and Facility & Marketing Supervisor Scott deOliveira

Other Present: Phil Graf, Doug Holzrichter, Daniel Atilano, Tod Stanton, Brett Rowland, Ed Harvey

Commissioner Holliday made a motion to approve the study session agenda. Commissioner Grada seconded the motion.

Presentation from Public Research Group on Joint Pool Survey

Tod Stanton from Public Research Group presented information from the report on the joint pool survey. He presented information about the methodology used to conduct the study.

Commissioner Nyquist asked how the email addresses were generated. Stanton responded that they use a subscriber and pull data from GIS to determine physical addresses.

He showed the percentage of surveys that were returned from the four surveyed communities – Sycamore, DeKalb, Malta and Cortland. The local outdoor pools and the Kishwaukee YMCA are the pools being used most heavily. Half of survey respondents were not using any aquatic activities. Open swimming was the prevalent activity used. Nearly half of survey respondents would not support a joint pool project. Typically when they ask these type of surveys they get a response of 1/3 “yes”, 1/3 “no”, and 1/3 “not sure”. As a researcher, his opinion is that the District would have to work extra hard to get support for a joint pool project.

President Young asked if the survey addressed whether a joint facility would be indoor or outdoor. Stanton responded that the survey did not ask whether the project would be indoor or outdoor.

He reported that residents living more in the core of DeKalb and Sycamore had a lower level of support for a joint pool project. Malta had the lowest level of support and Cortland had the highest level of support. Respondents under age 55 with children were 2 times more supportive of a potential joint pool project than other respondents. For those respondents that were supportive of the project, 42% indicated they would be willing to travel 5 to 10 miles.

Sycamore residents did seem to indicate that DeKalb was a good location for a facility. The top responses for why respondents did not support a joint pool project were not wanting to raise taxes followed by no one in their household swims.

Cortland was the biggest supporter of having a joint facility but least willing to pay an increase in taxes for a joint facility. DeKalb residents were stronger supporters of being willing to pay taxes for a joint aquatic facility.

Residents living close to an existing pool use them more often. Malta had the lowest percentage of non-swimmers while DeKalb had the highest percentage of non-swimmers.

Stanton reviewed the level of financial support indicated by respondents, including the tax support that they would be willing to pay, as well as the amount they would be willing to pay for pool passes or daily admissions. The primary reason for not supporting a joint facility was the additional taxes required to build it, which Stanton indicated was very common in public projects.

Commissioner Nyquist asked if Public Research Group ever followed up with the communities after they have done surveys for them, including following referendum results. Stanton indicated that they do. He also talked about the difference between a survey and a poll which would survey registered voters. He discussed the challenge facing the District of having 50% opposed to the joint facility and the question of where the quarter of undecided would break.

Commissioner Nyquist asked if he had ever seen a referendum be successful with this number of support. Stanton indicated that he had not.

Commissioner Grada asked what date the sampling was finished. Stanton reported that it was finished in September for phone and email surveys, and results were mailed in through mid-November.

Stanton indicated that the District does have the option of putting the survey online on the District website and Facebook page now that the random sample is closed. Commissioner Nyquist asked if there was a poll online like that when the pool committee was working. Scott deOliveira indicated that the District did do that.

Presentation from Phil Graff on District Tree Survey

Phil Graff from Graf National Resources Management and GIS presented to the board. He provided information about his background. His company's mission is to help his clients better their urban forests through GIS data. Most of his clients are municipal and park districts.

Graff discussed the process of conducting a tree inventory, doing a stem by stem evaluation. This is done in GIS and can be customized for what data the District wants to collect. This adds a layer to existing GIS for the parks. This data allows the District to analyze species diversity to help keep a tree population from being decimated by not having good species diversity. The analysis also looks at tree conditions. Analysis can also help the District determine where to plant.

Graff discussed the different maps that would be available as a part of the tree inventory mapping through GIS, including 3D models. Graff indicated that when the District uses GIS to map their parks and add tree inventory as a layer in the GIS, they will find that they can use it for so many other things.

President Young asked if he was talking about inventorying every tree, including in parks like Prairie Park where there are thousands of trees. In managed areas they would do a stem by stem inventory. In larger wooded areas or “unmanaged areas” a stem-by-stem inventory is not feasible because there are so many trees and so many invasive species. They would then identify all trees over a certain diameter or other parameters, including high risk trees or high value trees. They could also do a sampling of a section of the park.

Commissioner Nyquist asked how they determine age. Graff indicated that age and size are linked together and species have different growth rates. They take the diameter of the tree and put it into a formula to get the approximate age.

President Young asked if Graff was familiar with what occurred in the District with the nature trail. Graff indicated he was somewhat aware. Young asked if Graff does any sort of management planning for a situation like this. Graff indicated yes and this is where a good tree inventory would have been beneficial in that the District would have had data on what was there, including a narrative. Graff indicated that his company has 4 staff and all are certified arborists and that one staff member is a GIS specialist. They keep all of the work in-house. Graff also presented some options to the District for using their tree inventory even without a functioning in-house GIS.

Commissioner Nyquist made a motion to adjourn. Commissioner Holliday seconded the motion.

The meeting adjourned at 6:54 pm.

MINUTES
DeKalb Park District
Board of Commissioners Meeting
December 17, 2015
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL
7:00 pm

Call to Order: President Phil Young called the meeting to order at 7:04 pm.

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

Staff members present: Executive Director Mangum, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Athletics Supervisor Bill Ryder, Financial Administrator Josephine Knoble, and Facility & Marketing Supervisor Scott deOliveira

Other Present: Ed Harvey, Bessie Chronopolis

II. Action on the Agenda

Commissioner Nyquist made a motion to approve the agenda. Commissioner Holliday seconded the motion. Motion carried by voice vote.

III. Action on Minutes from Previous Meetings

- a.** Commissioner Nyquist made a motion to approve the study session and public meeting minutes of November 19, 2015. Commissioner Holliday seconded the motion. Motion carried by voice vote.
- b.** Commissioner Nyquist made a motion to approve the executive session minutes of November 6 and November 19, 2015. Commissioner Grada seconded the motion. Motion carried by voice vote.
- c.** Commissioner Nyquist made a motion to approve the minutes of the special meeting of November 6, 2015. Commissioner Holliday seconded the motion. Motion carried by voice vote.

IV. Public Comments

Bessie Chronopolis thanked the commissioners for all of their hard work. She requested that there be more interaction between the government entities.

V. Old Business

a. Action on Ordinance 15-22: 2015 Tax Levy Ordinance

Commissioner Grada made a motion to adopt Ordinance 15-22: Tax Levy Ordinance for 2015 Property Tax Levy. Commissioner Nyquist seconded the motion.

Executive Director Mangum indicated that this was the same that was discussed at the meeting last month. Commissioner Nyquist indicated that he attended Monday's city council meeting and that there was a lengthy discussion about the role that property taxes play. He indicated that the service that the District provides is integral and improves quality of life. He hopes that down the road, in perhaps 5 or 10 years, the District consider getting out of issuing the \$1.2 million bond each year or reduce the amount it issues.

President Young indicated that staff should review this more for next year's budget and it should be assessed.

Executive Director Mangum indicated that the interim Supt. of Finance and did look at this ordinance and made some minor adjustments within the funds. The fund balance should be 3 to 6 months of operating and some were over that amount, so some adjustments were made within the funds. The overall tax levy remains the same, however, some of the funds are slightly different.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young (4-0-0)

b. Action on Aquatics Rates for FY 2017

Commissioner Nyquist made a motion to approve the 2016 pool pass rates. Commissioner Grada seconded the motion.

President Young asked if there was a need for a senior discount. Doll indicated that in the time she has been with the District there have not been people asking for it. deOliveira also indicated that most of the seniors that use the pool on a regular basis feel that adult pass price is a fair one.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young (4-0-0)

c. Action on Golf Rates for FY 2017

Commissioner Nyquist made a motion to approve the golf pass rates for 2016. Commissioner Grada seconded the motion.

Commissioner Holliday indicated that he cannot support lowering the pass rates for non-residents. President Young clarified that resident rates are not being raised.

Motion carried by roll call vote. Aye: Nyquist, Grada, Young; No: Holliday (3-1-0)

VI. New Business

a. Action on Employee Cafeteria Plan Contribution

Commissioner Grada made a motion to approve the 2016 calendar year limits for Section 125 Cafeteria Plan contributions and reimbursements at \$5,000 for dependent care and \$2,550 for medical expenses. Commissioner Nyquist seconded the motion.

Executive Director Mangum indicated that there is no cost to the District as the employees fund the accounts. The District chooses to set the limits at the limits set by the IRS.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young (4-0-0)

b. Action on Revised Job Description for SRC Office Manager

Commissioner Nyquist made a motion to approve the change of the job description of the SRC Office Manager to Recreation Office Coordinator. Commissioner Grada seconded the motion.

Superintendent Doll proposed to make the changes to Executive Director Mangum a couple of months ago to improve efficiency and consistency in service. The District did a pilot program this summer with having the SRC Office Manager supervise and train the cashiers at Hopkins Pool for the summer. It went very well.

President Young asked if this makes it more centralized and how was it structured previously? Mangum responded that it was done by the supervisor at each facility. The District frontline staff are the face of the organization. President Young asked if we would be putting more responsibility on this individual and would it mean more compensation. Mangum indicated that it would be a reclassification from a level 2 to level 3 position so that the employee would not reach the salary cap as quickly

Commissioner Holliday asked if there would be additional compensation immediately and said that he feels that there should be additional compensation now for the responsibilities they would take on. President Young asked whether it would it be

addressed when the District does the annual reviews and raises. Mangum indicated that this reclassification would allow the employee to get these additional raises by not reaching the salary cap. Commissioner Holliday asked if the position would be paid out of recreation and if they will continue to report to Athletic Supervisor. Mangum responded yes.

Commissioner Holliday asked if the budget is set and if there is money for an increase in the compensation for this position. Mangum indicated that he would have to look into this.

Motion carried by roll call vote. Aye: Nyquist, Grada, Young; No: Holliday (3-1-0)

VII. Financial Reports

a. Action on Invoices for Payment

Commissioner Nyquist made a motion to approve payment of November open invoices, totaling \$97,785.82. Commissioner Holliday seconded the motion.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Grada, Young (4-0-0)

VIII. Committee and Staff Reports

a. Ellwood House

Executive Director Mangum reported that the Ellwood House is getting ready for the annual shut down. Numbers were up for the holiday event on December 4, 5,6. They will do private tours during the time of the shut-down. There were some long-time supporters of the Ellwood House that recently passed away and left gifts.

b. Planning commission

Commissioner Nyquist reported that they met last night. The issue covered in paper is Shodeen Development, apartment and hotel complex. There was some discussion of whether there should be storefronts. This issue will probably go to city council in January. This development also contemplates development of the other side of Pearl Street as well.

There was also discussion on property at 5th and Lincoln. Development will be going in there.

c. Trails and Trees Committee

No meeting

d. Staff Reports

President Young indicated that the District is seeing success in lacrosse programs. District staff reported on the District's efforts in this program area.

Commissioner Nyquist thanked everyone who works for the District and wished everyone happy holidays.

Commissioner Nyquist made a motion to adjourn the meeting. Commissioner Holliday seconded the motion. Meeting adjourned at 7:43 pm.