



**DeKalb Park District  
July 10, 2014 “As Amended”  
Study Session**

**BOARD MEMBERS PRESENT:**

Phil Young, President; Keith Nyquist, Secretary; Dean Holliday, Treasurer; Bryant Irving, Commissioner.

Vice President Per Faivre was absent.

**STAFF MEMBERS PRESENT:**

Jason Magnum, Executive Director; Lisa Small, Superintendent of Finance; Scott deOliveira, Facility and Marketing Supervisor; Bill Ryder, Athletic Supervisor; Jeff Myles, Athletic Coordinator; Roger Huber, Superintendent of Golf Operations; Craig Wilson, Buena Vista Golf Course; Jane Holdridge, Food and Clubhouse Manager; Josh Clark, Park Foreman; Todd Bex, Project Manager and Colleen Belmont, Program Supervisor.

**OTHERS PRESENT:**

Jim Rock, DeKalb Park District Attorney; and Auditor Brian LeFevre, SIKICH LLP

**MEETING CALLED TO ORDER**

President Phil Young called the July 10, 2014 study session to order at 6:00 p.m.

**DISCUSSION OF ENTERPRISE FUNDS**

Superintendent of Finance, Lisa Small reviewed memorandum, “*Discussion of Enterprise Funds.*”

President Young noted that *the pool and golf course were* both *funded by* Enterprise Funds and General Funds have been run for 20 years.

Small confirmed both Enterprise Funds and General Funds have been *in place for at least 20 years.*

Commissioner Holliday asked if the Enterprise Funds would be done *solely* for accounting purposes.

Small said the use of Enterprise Funds would allow for separate statements so that the funds could be managed separately.

Auditor Brian LeFevre, SIKICH LLP explained the mechanics of enterprise funds and used the City of DeKalb water fund as an analogy. He suggested checking out what other districts are doing. He said the use of enterprise funds is not right or wrong and the board decides.

Commissioner Nyquist asked what the implications were for enterprise funds to general funds.

LeFevre said the year end type accruals would change.

Commissioner Nyquist asked if you can have cross-over usage when working with enterprise funds.

LeFevre said some cross-over, particularly with equipment.

Commissioner Nyquist asked about staff time sharing.

LeFevre said there could be some staff time sharing.

Executive Director, Jason Magnum said an enterprise fund could be used for the business of recreation to help recover costs. The enterprise fund could make money or use for recreational amenities for the community. The question is how do we want to manage the facility.

President Young asked for the differences between the enterprise fund and the general fund.

LeFevre said if using a general fund, the district can budget \$50,000 for vehicle purchases and spend \$50,000 on a vehicle. When using an enterprise fund the district would have a \$10,000 expense for 5 years to cover the expense of a \$50,000 vehicle purchase.

President Young asked if enterprise funds to general funds or general funds to enterprise funds have always been 50/50 or 75/25.

LeFevre said quite a few boards ask do we really want this to be an enterprise fund or a general fund. The rate people will pay is much less than 10 years ago. Many are showing a loss in golf courses. Whether you continue to measure in the same fashion or whether private or public they are both struggling in general. There is nothing wrong with financials, it is just the way the market is right now.

President Young asked Jim Rock, DeKalb Park District Attorney if there were any legal issues to be addressed.

Attorney Rock said this was not a legal issue.

President Young asked if there were any questions.

With no one coming forward, President Young continued to the next agenda item.

## **REVIEW OF POOL CONSIDERATION COMMITTEE REPORT (DISTRIBUTED IN JUNE)**

President Young opened discussion for the “Review of Pool Consideration Committee Report.”

Commissioner Nyquist said there would a plan in place by next year. As a board we decide, 1.8 million low and 5.5 million high and determine where we want to land.

President Young asked whether the project can be approached in parts or is it all or nothing.

Commissioner Nyquist said alacart until 2019, addressing the plumbing and decking as they need replacing.

President Young asked whether the mechanical was replaced in the last five (5) years.

Josh Clark, Park Foreman said the heater was replaced and is running well.

Lisa Small, Superintendent of Finance commented that the new heater is more efficient providing lower utility costs.

President Young asked if the project needed to be started by 2015.

Small said the transition or plan needed to be in place by 2015.

Commissioner Nyquist mentioned there were ADA fixes to be done; lowering of toilet flush handles and signs for an example.

Commission Holliday asked if the zero (0) entrance into the pool would be included.

Commission Nyquist said the 1.8 included the zero (0) entrance.

Commissioner Holliday recommended changing the piping entirely, rather than replacing only portions of piping.

Commissioner Nyquist agreed.

President Young asked if there were any questions.

With no one coming forward, President Young continued to the next agenda item.

## **DISCUSSION OF NATURE TRAIL**

President Young referenced the tree removal and questioned whether it was time to look beyond putting bushes in along the nature trail and start considering low growing trees. The planting of trees that do not grow fifteen (15) plus feet to interfere with power lines. If we were to leave it as is, growth would occur and potentially cause problems with Com Ed. He recommended directing staff to go further with tree trimming as well.

Commissioner Holliday asked how many trees would be planted and how they would be spaced out.

Josh Clark, Park Foreman said there is a 1,800 foot total area; that includes two (2) 900 foot areas. Clark said the plan was to plant sixty (60) trees per area.

President Young asked if there would be a fund raiser for the purchase of trees. Young said he would buy a tree.

Commissioner Nyquist also volunteered to buy a tree.

Commissioner Holiday asked if the tree planting plan was for this year.

Josh Clark, Park Foreman said the plan was to plant 90-100 trees in each area that would cost approximately \$3,000 to \$4,000 per section. The best time to plant trees would be in the spring or fall. Clark mentioned that there is also a Ash tree replacement program.

President Young asked whether the top part of the trail would have the canope effect.

Clark replied, yes they could trim the trees to create the canope effect four (4) feet off the path.

President Young suggested more conversations with Com Ed to make sure there are no misunderstandings.

Jim Rock, DeKalb Park District Attorney suggested preparing a document for Com Ed that better explains how trees are to be trimmed in the future to avoid what happened a couple years ago.

Clark said they planted 420 bushes.

Commissioner Irving said a lot are dead.

Clark replied that 75% are okay, and agreed some died.

President Young said the Tree Committee has done a great job.

Commissioner Nyquist asked staff for a recommendation.

Clark said he would write something up.

Motion to adourn by Commissioner Irving. Seconded by Commissioner Holliday and a roll call was taken: Holliday, aye; Nyquist, aye, Irving, aye and President Young, aye. Motion passed 4-0.



**DeKalb Park District**  
**July 10, 2014**  
**Public Meeting**

**BOARD MEMBERS PRESENT:** Phil Young, President; Keith Nyquist, Secretary; Dean Holliday, Treasurer; Bryant Irving, Commissioner.

Vice President Per Faivre was absent.

**STAFF MEMBERS PRESENT:** Jason Magnum, Executive Director; Lisa Small, Superintendent of Finance; Scott deOliveira, Facility and Marketing Supervisor; Bill Ryder, Athletic Supervisor; Jeff Myles, Athletic Coordinator; Roger Huber, Superintendent of Golf Operations; Craig Wilson, Buena Vista Golf Course; Jane Holdridge, Food and Clubhouse Manager; Josh Clark, Park Foreman; Todd Bex, Project Manager and Colleen Belmont, Program Supervisor.

**OTHERS PRESENT:** Attorney Jim Rock, Attorney; Katie Dahlstrom, Daily Chronicle; Jeff Davis.

**I. Meeting called to order and the Pledge of Allegiance**

President Phil Young called the July 10, 2014 public meeting to order at 7:00 p.m. All present recited the Pledge of Allegiance.

**II. Action on the Agenda**

Commissioner Nyquist made a motion to amend *VI. a. Action to dissolve and accept minutes from the April 21, 2014 meeting and to dissolve the Pool Consideration Committee (pgs. 1-2)*. Seconded by Commissioner Irving and a roll call was taken: Nyquist, aye; Irving, aye; Holliday, aye; and President Young, aye. Motion passed 4-0 as amended.

**III. Action on Minutes from previous Meetings:**

**a. Study Session and Public Meeting of June 12, 2014 (pgs. 3-11)**

Commissioner Irving made a motion to approve Study Session and Public Meeting of June 12, 2014 (pgs. 3-11). Seconded by Commissioner Holliday and a roll call was taken: Irving, aye; Holliday, aye; Nyquist, aye; and President Young, aye. Motion passed 4-0.

**IV. Correspondence**

None

## V. Public Comments

*Jeff Davis*, stated he lived in Devonaire Farms and that there were not any lights along the bike path. Davis said they have a fund to contribute to the addition of lights but was not sure of the cost for permits and lights. He asked for consideration of the board on this request.

President Young asked if there was any one else present that wanted the opportunity to speak.

With no one else coming forward to speak, President Young closed Public Comments and moved to the next agenda item.

## VI. Old Business

### a. Action to Dissolve Pool Consideration Committee

A motion was made by Commissioner Nyquist to approve *VI. a. Action to Dissolve Pool Consideration Committee (pg.12)*. Seconded by Commissioner Holliday and a roll call was taken: Holliday, aye; Nyquist, aye; Irving, aye; and President Young, aye. Motion passed 4-0.

### b. Action on Resolution 14-07: Authorizing the Lease of Property Owned by the DeKalb Park District

Commissioner Irving asked if the property was leased to tenants, would the tenants be allowed to plants bushes.

Jim Rock, DeKalb Park District Attorney said the tenant would be allowed to erect a fence per our lease, pending City of DeKalb approval.

President Young stated that no permanent structures would be allowed (i.e. buildings).

A motion was made by Commissioner Nyquist to approve *VI. b. Action on Resolution 14-07: Authorizing the Leave of Property owned by DeKalb Park District (pgs.13-16)*. Seconded by Commissioner Holliday and a roll call was taken: Nyquist, aye; Irving, aye; Holliday, aye; and President Young, aye. Motion passed 4-0.

## VII. New Business

### a. Action on Ordinance 14-08: To Amend the Fiscal Year of Kishwaukee Special Recreation Association (pgs. 17-19)

Lisa Small, Superintendent of Finance asked the Board of Directors to consider amending the fiscal year o the Kishwaukee Special Recreation Association from April 30 to December 31. The Current fiscal year overlaps summer activities and creates difficulty in matching revenues with expenditures.

President Young asked whether other districts were agreeable with the proposed ordinance.

Small replied, yes other districts were agreeable with the proposed ordinance.

A motion was made by Commissioner Nyquist to approve ***VII. a. Action on Ordinance 14-08: To Amend the Fiscal Year of Kishwaukee Special Recreation.*** Seconded by Commissioner Irving and a roll call was taken: Irving, aye; Holliday, aye; Nyquist, aye; and President Young, aye. Motion passed 4-0.

**b. Action to appoint a Representative to Kishwaukee SRA Board of Directors (pg. 20)**

President Young stated he would like to appoint Jason Magnum, Executive Director to the Kishwaukee SRA Board of Directors.

Jason Magnum, Executive Director said he looked forward to building relationships and happy to serve on the Kishwaukee SRA Board of Directors

A motion was made by Commissioner Nyquist to approve ***VII. b. Action to Appoint a Representative to Kishwaukee SRA Board of Directors (pg. 20).*** Seconded by Commissioner Irving and a roll call was taken: Holliday, aye; Nyquist, aye; Irving, aye; and President Young, aye. Motion passed 4-0.

**c. Action to Change golf Course Enterprise Fund to Governmental Fund (pg. 21)**

Commissioner Nyquist noted that the pool is an amenity as well and a part of the mission of who we are.

Commissioner Holliday felt that both golf course and pool are a recreational activity and should not be singled out.

A motion was made by Commissioner Nyquist to approve ***VII. c. Action to Change Golf Course Enterprise Fund to a Governmental Fund (pg. 21).*** Seconded by Commissioner Holliday and a roll call was taken: Nyquist, aye; Irving, aye; Holliday, aye, and President Young, aye. Motion passed 4-0.

**d. Action to Change Hopkins Enterprise Fund to Governmental Fund (pg. 22)**

A motion was made by Commissioner Irving to approve ***VII. d. Action to Change Hopkins Enterprise Fund to Governmental Fund (pg.22).*** Seconded by Commissioner Nyquist and a roll call was taken: Irving, aye; Holliday, aye; Nyquist, aye; and President Young, aye. Motion passed 4-0.

**e. Action on Projects over \$250,000: Accept Bids and Award Contract for River Heights Paving Project (pgs. 23-26)**

Roger Huber, Superintendent of Golf Operations said the goal is to meet ADA requirements.

Commissioner Holliday referenced the #1 tee and asked if we can get some black top out there.

Jason Magnum, Executive Director said it was not included in the scope of the project but he can look into it.

Commissioner Holliday said not the whole thing, just a part of it.

Commissioner Nyquist thought it would be an approximate extra 20 feet.

Huber said more like 54 feet.

Jason Magnum, Executive Director stated that there were two (2) bidders and Curran was the lowest bidder.

Magnum said we have had the opportunity to work with them in the past.

President Young stated that Curran was also a local business.

Irving asked when this project would get started.

Roger Huber, Superintendent of Golf Operations said the 13<sup>th</sup> to the 18<sup>th</sup> of October is the plan. Huber also mentioned that they will be open during this time as well.

A motion was made by Commissioner Nyquist to approve ***VII. e. Action on Projects over \$20,000: Accept Bids and Award Contract for River Heights (pgs. 23-26)***. Seconded by Commissioner Irving and a roll call was taken: Holliday, aye; Irving, aye; Nyquist, aye; and President Young, aye. Motion passed 4-0.

**f. Action on Projects over \$10,000: Ellwood House Piping Insulation (pgs. 27-29)**

Todd Bex, Project Manager said since 2004-2005 that has not been any insulation on water pipes; therefore, losing radiant heat in the supply line in the basement. Bex said the main heat loss is in the basement, costing a considerable amount of money.

President Young asked the percent of savings would be.

Bex said there would be a significant savings. One example would be the bill from Shimmerhorn for the drywall/plaster work do to drying out from the heat loss in the basement.

Commissioner Holliday guessed it would be 30-40 percent savings.

Bex said at least 30-40 percent savings because there is over 500 feet of piping that needs insulating.

Commissioner Irving asked if this project would be done before cold weather arrives this year.

Bex said the middle of August before cold weather as the pipes need to be cool in order to work with them.

A motion was made by Commissioner Irving to approve ***VII. f. Action on Projects over \$10,000: Ellwood House Piping Insulation (pgs. 27-29)***. Seconded by Commissioner Nyquist and a roll call was taken: Nyquist, aye; Irving, aye; Holliday, aye; and President Young, aye. Motion passed 4-0.

## VIII.

### **Financial Reports**

- a. Action to Approve Invoices for Payment (pgs. 30-40)**
- b. Monthly Financial Summary (pg. 41)**
- c. Purchase Orders (pgs. 42-47)**
- d. Budget/Actual Report (pgs. 48-88)**

Commissioner Irving referred to page 39 and asked why so many entries for TBC.

Lisa Small, Superintendent of Finance said there were a number of agreements, an annual agreement, firewall update and license agreements to name a few. We get a discounted rate and accumulate hours and can draw from bank for services, not just hours.

Commissioner Irving referred to page 32 and questioned the high cost for the Doty bench arms rest and the Park bench arm rests.

Todd Bex, Project Manager confirmed there were multiple units; 10 Doty benches and 10 Park District benches that needed to be made ADA compliant. Red's memorial slab also. Bex said there were 20 benches that required 40 arms to become ADA compliant.

Lisa Small, Superintendent of Finance commented that it was a custom job.

Bex said the Doty benches and the Park District benches are different so we needed to have them custom made to match.

A motion was made by Commissioner Nyquist to approve *VIII. a. Action to approve Invoices for Payment on June Invoices (pgs. 30-88)*. Seconded by Commissioner Irving and a roll call was taken: Irving, aye; Holliday, aye; Nyquist, aye; and President Young, aye. Motion passed 4-0.

### **b. Monthly Financial Summary (pg. 41)**

President Young commended staff on the year to date summaries and appreciated the one (1) page summary.

Commissioner Nyquist agreed.

## **IX. Committee and Staff Reports**

### **a. Ellwood House**

None

### **b. Plan Commission**

Jason Magnum, Executive Director asked for a volunteer from the DeKalb Park District Board of Directors to serve as liaison for the DeKalb Park District at the bi-monthly City of DeKalb Plan Commission meetings.

Commissioner Nyquist accepted the position of serving as liaison for the DeKalb Park District at the bi-monthly City of DeKalb Plan Commission meetings. The Planning & Zoning Commission meets on the Wednesday following the second and fourth Monday of each month, unless there is a holiday.

**c. Trails and Trees Committee**

None

**d. Staff Reports (pgs. 89-103)**

President Young asked to vote on a. through d. as one (1) vote. Commissioners agreed.

President Young said people have enjoyed our Movies in the Park and spoke with a resident that said, “The more the better.”

Lisa Small, Superintendent of Finance said currently Kish Health Systems contributes to our Movies in the Park. Small said it is very expensive to rent the equipment used for this event. The screen is 65 feet wide by 35 feet tall. We may want to consider the purchase of an inflatable screen for the future. The event is well attended; up to 1,000 people for each showing.

Scott deOliveira mentioned that NIU Athletics will be making a presence at the Movie in the Park. This will be an exciting addition for kids.

President Young said the fireworks this year was a huge success.

Commissioner Irving was told by many that this was the best year yet for fireworks.

Josh Clark, Park Foreman said there were approximately 5,000 people in and around Hopkins Park.

President Young commented on how the parking filled up early.

Clark stated that the first person arrived at 6:30 to save their spot for the fireworks event. He said they coordinated with DeKalb Police and Fire and felt everything went smoothly.

President Young referred to page 94, Upcoming July Events at River Heights Golf Course.

Roger Huber, Superintendent of Golf Operations said more people are staying.

Commissioner Holliday asked if there were an increase in rounds.

Huber said there has been an increase in rounds and revenue. There has been an increase in bookings for events and outings.

Jane Holdridge, Food and Clubhouse Manager noted more people come in and have a drink at the bar and stay now since the remodel of the bar area.

**X. Adjourn Public Meeting to go in to Executive Session for the purpose of discussing**  
**a. The appointment, employment, compensation, discipline, performance, or dismissal of**  
**specific employees pursuant to Section 2(c)(1) of the Illinois Open Meeting Act**

A motion was made by Commissioner Nyquist to adjourn the Public Meeting to go into Executive Session at 8:05 p.m. Seconded by Commissioner Irving and a roll call was taken: Holliday, aye; Nyquist, aye; Irving, aye; and President Young, aye. Motion passed 4-0.

**XI. Reconvene Public Meeting**

The meeting reconvened at 8:25, and the Board took no action.

**XII. Adjourn Public Meeting**

A motion was made by Commissioner Irving to adjourn the Public Meeting. Seconded by Commissioner Holliday. In a voice vote, all members of the Board voted to adjourn. The motion passed 4-0.

**Respectfully Submitted,**

**Patty Raih**  
**Recording Secretary**