

DeKalb Park District
October 9, 2014
Study Session

BOARD MEMBERS PRESENT: President Phil Young; Commissioners Keith Nyquist, Dean Holliday, Bryant Irving and Per Faivre.

STAFF MEMBERS PRESENT: Executive Director Jason Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Golf Roger Huber, Bill Ryder, Todd Bex, and Josh Clark.

President Young called the meeting to order at 6:01 p.m.

I. Comprehensive Annual Financial Report- Brian LeFevre, SIKICH LLP

Brian LeFevre, Sikich LLP presented the Comprehensive Annual Financial Report (CAFR) to the Commissioners, concentrating on the Financial Report. Mr. LeFevre talked about the fact that the Park District won an award in FY2013 – Certificate of Achievement for Financial Reporting. This is viewed well by the bond industry. He stated that this is an independent auditor’s report. Mr. LeFevre said that he is happy to announce that his firm has given the Park District an “Unmodified Opinion,” which is the highest level of opinion.

The following are items that Mr. LeFevre discussed:

- Statement of net position
- Golf Course and Hopkins = enterprise fund
- Balance Sheet for governmental funds – focus is on fund balance (amount of reserves as of February 28, 2014)
- Went over the make-up of the CAFR.
- Recreation fund had excess of revenue over expenses.
- Golf course fund borrowed money from other funds to pay its bills.
- Income statement
- Golf course and Hopkins funds operated at a loss.
- Notes: Discussion about deposits – custodial credit risk, all funds were fully collateralized.
- IMRF – Pension fund, the district’s contributions to IMRF at 100%.

- Funded ratio has gone up since 2008. Unfunded liability will change with the change in the accounting rules.
- Statistical section – property tax rates for both the district and overlapping government agencies.

Mr. LeFevre advised that the audit went very smoothly, and the staff was very easy to work with. He added that since the staff is good at what they do, he is proposing no adjustments.

Board communication – all information requirement to be communicated to the board. No unusual accounting estimates, no unusual disclosures. Very good staff, no adjustments proposed. He also added that a comment from last year was implemented as requested.

II. Dog Park Permanent Location Discussion

Executive Director Jason Mangum presented a power point presentation regarding the potential dog park locations. He advised that the temporary dog park was well received. He talked about dog park criteria, which included:

- Distance between fencing and adjacent park features, homes and business (ideal separation between Dog Park and homes or businesses 200 ft., depending on topography or landscaping.
- Well drained.
- 3-4 acres
- Dog Park should not negatively impact the primary use of the park.
- Existing Park District owned property.
- Cost to develop (existing water parking, etc.).

Several sites were evaluated – Hopkins Park, DeKalb Kiwanis Park, Brooks Park, Katz Park – discussed pros and cons.

Commissioner Irving asked if Katz Park has water. Mr. Mangum said that it does have water. The Commissioners discussed whether public comment would be allowed, because it usually is not allowed during the Study Session. Consensus of the Board was to allow public comment.

Mr. John Tobias – thanked the Board and the staff for getting the structure up at the current dog park. He also asked for clarification on the size of the dog park at Katz Park. It was his opinion that either expanding Katz Park, or going to Brooks Park or Kiwanis Park. He also suggested adding lights to Brooks Park if the dog park was located there. He also discussed aggressive dogs. He suggested volunteer guards to ask dog owners to remove their dog from the dog park if it is not behaving properly.

Mr. Richard Robins discussed an aggressive dog incident that happened in the past few days.

President Young advised that the Board is still working on protocols for the permanent dog park.

Mr. Robins asked if the canopy can be taken down or if it is permanent. Staff advised that it is very temporary and can be moved very easily.

Commissioner Faivre asked if the number of ball fields were adequate or if more fields would be needed. Bill Ryder advised that the 3 fields are adequate at this time.

Commissioner Irving asked about the ball field at Chesebro School. Mr. Ryder advised that it is used for practice fields. The Board discussed different fields and their particular uses.

Commissioner Nyquist asked Mr. Mangum about a fob system used at Mr. Mangum's previous job in Michigan. Mr. Mangum advised that they surveyed the dog park users at his previous job, and used a double gated system. There was a key fob system where a dog owner would need to register their dog. The dog would need to be vaccinated, the owner would need to go through dog park training. An annual fee would be paid to activate the key fob for a year. He added that the system does not take into account visitors or multiple dogs with one key fob.

Commissioner Nyquist said that the only negative he has heard was about the aggressive dogs. He said that he thinks dog owners may take a greater stake in the system if they were held accountable. Mr. Mangum said that he doesn't think that it can become a situation where you hire staff for the program.

President Young said that the Board needs to come to some sort of consensus on the site of the new dog park.

Commissioner Faivre asked how extensive the project would be to extend the area. Staff said that it wouldn't be that big of a deal, but there would possibly need to have a bridge, he also added that the area takes on quite a bit of water.

Commissioner Holliday advised that he would echo John Tobias' opinion.

Commissioner Irving asked what it would take to get Katz Park feasible for a couple more acres. Mr. Mangum advised that the land would need to be surveyed, but said this is the most "shovel ready" of all the sites. He said that there would need to be water and fencing added, and the layout would need to be determined. Commissioner Irving is concerned about the cost and the location. He thinks that Katz Park is a good location, but he wants to keep the costs down. Mr. Mangum advised that those two locations are the probably the most cost effective and the easiest to make into a permanent dog park, adding that the dog park would also need to be meet ADA standards.

President Young said he is not in favor of doing it at Hopkins Park, and he agrees a master plan should be made before thinking about Kiwanis Park. He also said that Katz Park and Brooks Park would be the best locations.

Commissioners discussed parking for Brooks Park; one resident advised that parking on Cutler may not be ideal.

Mr. Tobias said that he loves the grass at Brooks Park, adding that Katz grass is in rough shape in some places.

After some discussion, Board consensus was to narrow it down to one or two locations. Commissioner Irving made a recommendation to make it Katz Park, Holliday said that staff needs two sites. Consensus was to choose Katz Park and Brooks Park as the two locations.

Study Session adjourned at 6:59 p.m.

**DeKalb Park District
October 9, 2014
Public Hearing**

BOARD MEMBERS PRESENT: President Phil Young; Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving.

STAFF MEMBERS PRESENT: Executive Director Jason Mangum; Superintendent of Finance Lisa Small; Superintendent of Golf Roger Huber, Staff members Todd Bex, Josh Clark, and Amy Doll.

I. PUBLIC HEARING CONCERNING THE INTENT OF THE PARK COMMISSIONERS OF THE DEKALB PARK DISTRICT TO SELL \$1,200,000.00 GENERAL OBLIGATION LIMITED TAX PARK BONDS FOR PARK IMPROVEMENTS

President Young opened the public hearing at 7:05 p.m.

Commissioner Nyquist read the public hearing notice, which read as follows:

“Public notice is hereby given that the DeKalb Park District, DeKalb County, Illinois (the “District”), will hold a public hearing on the 9th day of October, 2014, at 7:00 o’clock p.m. The hearing will be held in the Terrace Room in the Hopkins Park Community Center at 1403 Sycamore Road, DeKalb, Illinois. The purpose of the public hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$1,200,000.00 for the payment of alternate bonds, for the payment of land condemned or purchased for parks, for building, maintaining, improving, and protecting of the same and the existing land and facilities for the District, and for the payment of expenses incident thereto.”

By order of the Board of Park Commissioners of the DeKalb Park District,
DeKalb County, Illinois.

Dated the 11th day of September, 2014.

Keith Nyquist,
Secretary, Board of Park Commissioners,
DeKalb Park District,
DeKalb County, Illinois

There were no public comments.

President Young closed the public hearing at 7:08 p.m.

DeKalb Park District
October 9, 2014
Public Meeting

BOARD MEMBERS PRESENT: President Phil Young; Commissioners Dean Holliday, Keith Nyquist, Per Faivre, Bryant Irving.

STAFF MEMBERS PRESENT: Executive Director Jason Mangum; Superintendent of Finance Lisa Small; Superintendent of Golf Roger Huber, Staff members Todd Bex, Josh Clark, and Amy Doll.

I. Meeting Called To Order and Pledge of Allegiance

President Young called the meeting to order at 7:10 p.m., following the public hearing.

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

- a. Study Session and Public Meeting of September 11, 2014**
- b. Special Meeting of September 19, 2014**
- c. Executive Session Minutes from 2014: January 17, January 29, March 13, March 31, April 2, April 25, April 26, April 27, April 28, April 29, May 3, May 8, May 28, June 12, July 10, August 14**

Commissioner Faivre made a motion to approve the minutes from the Study session and public meeting of September 11, 2014, and the Special meeting of September 19, 2014, seconded by Commissioner Nyquist. Motion carried by voice vote.

President Young advised that he would like to table item c to give Commissioners more time to review. Commissioner Nyquist made a motion to table item c for further review by the Commissioners, seconded by Commissioner Faivre. Motion carried by voice vote.

IV. Correspondence

None

V. Public Comments

None

VI. Old Business

None

VII. New Business

a. Action to Approve Resolution 14-10: Property Tax Abatement for Right Pointe Expansion Project

Executive Director Jason Mangum gave a brief outline of the action item.

Commissioner Nyquist asked for clarification. Mr. Mangum advised that the developers of Right Pointe are asking for abatement for 2014 taxes payable in 2015. Commissioner Nyquist asked if more companies would be asking for this. Mr. Mangum advised that if that was the case, each request would be decided on an individual action. Commissioner Nyquist asked if there would be impact on larger agreement that is set to expire. Mr. Mangum responded that no, this is mainly following through on promises made in the agreement, doesn't impact the broader agreement and doesn't commit the District to future projects. Adding that the company needs to stay in compliance with the agreement and needs to maintain 12 additional staff members as part of the agreement. He also added that they will need to request an abatement and follow the agreement each year in order to get the tax abatement.

Commissioner Nyquist asked about item D in the agreement, asking if that item would be subject to any bankruptcy. The District's attorney advised that if the company goes bankrupt it will be difficult to get the reimbursement.

Mr. Mangum explained that the company will need to come before the District and the City of DeKalb each year to get any taxes abated.

Commissioner Nyquist made a motion to approve Resolution 14-10: Property Tax Abatement for Right Pointe Expansion Project, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Faivre, Holliday, Irving, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

b. Action to Approve Intergovernmental Agreement with the City of DeKalb for Prairie Park Pathway

Commissioner Nyquist made a motion to approve the Intergovernmental Agreement with the City of DeKalb for Prairie Park Pathway, seconded by Commissioner Faivre.

Mr. Mangum advised that the City of DeKalb received a grant to connect Prairie Park with the pathway at NIU. He added that this is a significant segment and they are asking for an Intergovernmental Agreement to pay for the construction of the pathway. He also added that the District will maintain the pathway.

President Young had questions about modifications to the pathway. Mr. Mangum advised that the map included in the packet is an exhibit in the agreement.

President Young said that he wanted to minimize tree removal. Josh Clark advised that the City of DeKalb has a CAD file and has surveyed the segment.

The District's Attorney suggested that there be this document be referenced in this agreement. Mr. Mangum confirmed that it had been surveyed.

Commissioner Irving had questions about the logistics of getting across Route 38. Mr. Mangum advised that when the road was widened the crossing was made under the bridge.

Commissioner Nyquist said that he wants to protect the district's interests in the case of a disagreement. The District Attorney said he has drafted language that could be added to the agreement that would cover the district's interests.

Commissioner Faivre asked if a tree is taken down that is not on the list, would the City of DeKalb would need to pay for the replacement of the tree.

The District Attorney advised that the Board would need an amended motion to include that language in section 2a of the agreement and come up with a diameter in terms of the size of the trees.

Mr. Clark advised that 10-12" would be a good number.

Commissioner Nyquist amended his motion to include the language drafted by the District's Attorney, seconded by Commissioner Faivre. Motion carried by roll call vote. Aye: Faivre, Holliday, Irving, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

VIII. Financial Reports

- a. Action to Approve Invoices for Payment**
- b. Monthly Financial Summary**
- c. Purchase Orders**
- d. Budget/Actual Report**

Commissioner Faivre made a motion to approve payment of September open invoices, totaling \$96,842.20, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Faivre, Holliday, Irving, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

VIII. Committee and Staff Reports

- a. Ellwood House**

None

- b. Plan Commission**

None

- c. Trails & Trees Committee**

None

d. Fall Planting Plan

Proposed planting for nature trail between Greenwood Acres Drive and Country Club Lane.

Josh Clark discussed fall planting plan and protection of the fall plantings for a total cost \$819.

Commissioner Holliday asked about labelling the plantings. Mr. Clark advised that there were nursery labels attached to each planting. Commissioner Holliday asked if plaques could be affixed to the plantings, to which Mr. Clark advised that he would get prices. Mr. Mangum suggested it be turned into an educational opportunity by placing QR codes on the plantings with information about each item.

Mr. Clark updated the Commissioners on the spring 2013 planting – majority of shrubs have survived but are getting encroached by other growth. Mr. Clark also gave recommended actions to protect spring 2013 plantings.

President Young asked if there was evidence of animal tracks. Mr. Clark advised that there was no evidence, but he has started using deer and rabbit repellent.

The Board discussed weed concerns, weed control methods, and what the next steps would be.

Commissioner Holliday asked how many ash trees were planted. Mr. Clark estimated the number in the 100's.

Commissioner Irving asked how late into October can you plant. Mr. Clark advised that the latest they usually plant is the end of October, before ground freezes.

e. Pool Attendance Report

Amy Doll gave the pool report. She advised opening weekend was warm, but the summer was chilly and that is reflected in the numbers. She added that pre-season pass sales are strong; and there was a young, good staff and hopefully many of them will return.

Commissioner Irving asked how many free passes are given away. She advised that they don't give away season passes, but some daily passes were given away for families, but only 128 were redeemed (one-day admissions).

Commissioner Faivre asked about any major repairs for this year. Todd Bex advised that one pump was replaced, and there were issues with a sand filter. That filter was repair, not replaced.

Commissioner Nyquist asked if there was consistent water loss, to which Mr. Bex replied that there wasn't a lot of water loss this year.

f. Staff Reports

President Young said that the display at Lions Park was awesome. Mr. Bex advised that they would be adding two more to next year's budget.

IX. Adjourn Public Meeting to go in to Executive Session for the purpose of discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act.

Commissioner Nyquist made a motion to go into Executive Session for the purpose of discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Illinois Open Meetings Act, seconded by Commissioner Irving.

Went into closed session at 7:58 p.m.

X. Reconvene Public Meeting

XI. Adjourn Public Meeting