

**DeKalb Park District
Board of Commissioners Meeting
November 13, 2014**

Public Meeting

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

Staff Members Present: Jason Mangum, Executive Director, Lisa Small, Superintendent of Finance; Scott deOliveira, Facility and Marketing Supervisor; Bill Ryder, Athletic Supervisor; Roger Huber, Superintendent of Golf Operations; Jane Holdridge, Food and Clubhouse Manager; Josh Clark, Park Foreman; Todd Bex, Project Manager, Roger Hopkins, Economic Development Consultant; Jeff Hoffman, Crum-Halsted Insurance Agency; and Colleen Belmont, Program Supervisor.

I. Meeting called to Order and Pledge of Allegiance

President Phil Young called the November 13, 2014 public meeting to order at 7:03.

II. Action on the Agenda

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

III. Action on Minutes from previous meetings

Commissioner Holliday made a motion to approve the meeting minutes from the Study Session, Public Hearing and Public Meeting of October 9, 2014; Executive Session Minutes from 2013 (September 12 and November 25), and Executive Session Meeting 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 and August 14), seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

IV. Correspondence

None.

V. Public Comments

None.

VI. Old Business

a. Action on Tree Schedule for Kishwaukee Bike Path in Prairie Park.

At the October 9, 2014 Board meeting, an intergovernmental agreement was approved between the City of DeKalb and the Park District regarding the construction of a bike path through Prairie Park. As part of the intergovernmental agreement, the Board needs to approve the tree removal schedule. After a short discussion, Commissioner Nyquist made a motion to approve the tree schedule excluding #11, an amended motion by Commissioner Nyquist and seconded by Commissioner Irving to accept the schedule excluding tree # 11, a large tree that the Park District wishes to be saved, seconded by Commission Irving. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

VII. New Business

a. Action on Ordinance 14-11: Tax Abatement for Alternate Revenue Source Bonds.

Lisa Small explained that in August of 2011, the DeKalb Park Board adopted an Ordinance for the issuance of \$3,180,000 in General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2005. This was the amount remaining on the 20 year bonds issued for the construction of the Sports and Recreation Center. Interest rates were such that it was favorable to refinance the bonds at that time. The District has or will have other pledged revenues available for the purpose of paying the debt service on the Bonds, namely the annual General Obligation Bonds to be issued on December 1, 2014. Commissioner Nyquist made a motion to approve Ordinance 14-11: Tax Abatement for Alternate Revenue Source Bonds, seconded by Commissioner Irving. Motion by Commissioner Nyquist and seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

b. Action on Ordinance 14-12: An Ordinance Providing for the Issue of \$1,200,000 General Obligation limited Tax Park Bonds, Series 2014, of the DeKalb Park District, DeKalb County, Illinois, for the Payment of Land Condemned or Purchased for Parks and Facilities of the District and for the Payment of Certain Outstanding Obligations of the District, and Proving for the Levy of a Direct Annual Tax to Pay the Principal and Interest on said Bonds.

Lisa Small advised the Board that annually, the District issues one year roll-over bonds to fund payment of debt service on the Sports and Recreation Center Alternate Revenue Source bonds and also to provide funds for District-wide capital construction projects and equipment purchases. The Board held a public hearing on October 9, 2014, to receive public comments regarding the sale of bonds. No comments were received. The bonds will be sold to two local banks: First National Bank and Trust and First National Bank of Omaha (Castle Bank), at an interest rate of 1.4%.

Commissioner Nyquist read the motion of Action on Ordinance 14-12, and then made the motion to pass it, seconded by Commissioner Faivre. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

c. Action on 2014 Tax Levy Estimate.

Lisa Small explained that all taxing bodies in Illinois must establish an estimate of the taxes to be levied for corporate and special purposes at least 20 days before adopting the final levy. A notice must be published and a hearing scheduled if the levy amount is greater than 105% of the preceding year's extension. The levy must then be formally adopted, before it is formally filed with the county.

The tax levy estimate is calculated using the previous year's extension (3,664,842) and adding in increases for the consumer price index (1.5%) and taxes to be extended on any new construction (2,467,538 in 2014).

The tax levy estimate for 2014 is \$3,709,276, which is a total increase of only 1.51% from last year's extension, thus a published notice and hearing is not required.

Commissioner Irving made the motion to pass the 2014 Tax Levy Estimate, seconded by Commissioner Faivre. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

d. Action to Approve Health Insurance Renewal for 2015 Calendar Year.

The Park District's group health insurance renewal quote from Blue Cross/Blue Shield reflects an overall group increase of 1.46% over last year's cost. The total group rate change consists of decreases in individual Employee and Employee+Spouse premiums and increases in the Employee+Children and the Family premiums. Due to the blend of coverages and employee contributions, the Park District will actually see a decrease in the monthly premium cost of \$83.00. However, this year for the first time, there is a new fee imposed on employers as a result of the Affordable Care Act. Each month, the District will be assessed a \$522.84 "tax" to help fund the administration of the health care exchanges. Staff recommended the health insurance renewal rates with Blue Cross/Blue Shield for Calendar Year 2015.

Commissioner Faivre made a motion to pass the action. Commissioner Irving seconded the motion. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

e. Action to appoint the Delegate to the IAPD Annual Business Meeting in January 2015.

The Illinois Association of Park Districts (IAPD) is requesting that the Park District appoint one delegate to represent the District at the IAPD Annual Business Meeting on Saturday, January, 2015, in Chicago. Delegates and Alternates are required to be selected by the Board by way of motion at a Board of Commissioners meeting. Delegates may be elected officials or paid staff members. It is recommended that the Board select a delegate and three alternates from those who are planning to attend the IAPD Conference in January. Staff recommended that the Board appoint President Phil Young as delegate and Commissioners Irving, Nyquist and Holliday as alternates.

Commissioner Holliday made a motion to appoint President Young as delegate and

Commissioners Irving, Nyquist and Holliday as alternates, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

f. Action to Approve Website Design Services with Pure Imagination, Inc.

Scott deOliveira advised the Board that the current DeKalb Park District website was designed in 2009 and needs to be brought up-to-date with modern website features and capabilities. A redesign will deliver a website that is more functional and aesthetically pleasing, while making it easier to update by non-technical staff and more functional to use on computers and mobile devices. Staff developed and issued an RFP for a new website in October and received nine proposals. The proposals ranged in price from a low of \$5,850 to a high of \$62,500. The hosting and maintenance costs for the website were also evaluated and ranged from \$200 per year to \$9,300 per year. Staff evaluated the proposals based upon price, aesthetic appeal, the ease of use of the CMS (content management system) by non-technical staff, and experience in working with similar organizations. As a result of this evaluation, staff is recommending the Park District procure the services of Pure Imagination, Inc., in the amount of \$18,987 for the design project and \$1,140 annual for CMS licensing and hosting. The estimated time frame for completing the site development is approximately 8-10 weeks from acceptance of the proposal.

The expense for this project was not included in the current fiscal year budget; \$10,000 had be allocated in the FY2014 budget for website design, but was not carried over to FY2015. As such, the project cost will be included as part of the Amended Appropriation Ordinance that will be presented at the February Board meeting.

Costs of the project are as follows:

Park District Website Development	\$18,986.50
Unix Pro Hosting & CMC Licensing Account (1 Year Term)	1,150.00
TOTAL	\$20,126.50

Staff recommends the Board approve the procurement of the services of Pure Imagination, Inc., for the design of the Park District website and a one year term of Unix Pro Hosting and CMS Licensing for an amount of \$20,126.50.

Commissioner Nyquist made a motion to approve the procurement of the services of Pure Imagination, Inc. for the design of the Park District website and a one year term of Unix Pro Hosting and CMS Licensing for an amount of \$ 20,126.50, seconded by Commissioner Faivre. After a short discussion, motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

VIII. Financial Reports.

a-d. After discussion and some questions, Commissioner Irving motion to take action on the invoices in the packet, seconded by Commissioner Faivre. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

Mr. Mangum stated he would have an assessment on cell phones and smart phones as well as who will get them.

IX. Committee and Staff Reports

- a. Ellwood House.** The City of DeKalb has asked the Park District to add 22 additional parking spaces. The Ellwood House Committee feels this is excessive. Plan Commission will look at a plan to work with the City to bring the required number of additional spaces down. It was felt that with the Church and the school so close the additional parking spaces are not needed. Commissioner Nyquist asked where the money would come from and did not feel it was a good plan as the cost outweighs the benefits. Mr. Mangum stated we have time to resolve the issue.
- b. Trails and Trees Committee.** Josh Clark reported on Trails and Trees.
- c. Staff Reports.**
 - 1.** Todd Bex reported on dark sky lights inspection. He is looking at retro fitting them with LED lights to qualify them as Dark Sky Lights. He will get prices. The new LED will be more energy efficient.
 - 2.** Mr. Mangum stated that the District is on schedule to have on-line registration for next year.

X. Adjourn the meeting to go into Executive Session.

Commissioner Nyquist made a motion to move the Executive Session, seconded by Commissioner Faivre. Motion carried by roll call vote. Aye: Nyquist, Holliday, Irving, Faivre, Young. (5-0-0)

XI. Reconvene Public Meeting

The Public Meeting was reconvened at 8:51 PM

XII. Adjourn Public Meeting

Commissioner Faivre moved to adjourn; seconded by Commissioner Holliday. Motion carried by voice vote at 8:52 PM.