

**MINUTES**  
**DEKALB PARK DISTRICT**  
**BOARD OF COMMISSIONERS STUDY SESSION**  
**Thursday, November 19, 2015**  
**Hopkins Park Community Center**  
**1403 Sycamore Road, DeKalb, IL**  
**6:00 p.m.**

**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, Commissioner Bryant Irving, and Commissioner Dag Grada

**Staff members present:** Executive Director Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Graduate Management Analyst Ryan Lindeman, Facility & Marketing Supervisor Scott deOliveira

Commissioner Holliday made a motion to approve the agenda. Commissioner Irving seconded the motion. Commissioner Nyquist made a motion to amend the agenda to add a Discussion on the Maintenance Campus to the agenda. Commissioner Bryant seconded the motion. Motion carried by voice vote.

**FY 2017 Capital Projects Discussion**

Superintendent Emken reported to the board that staff created a master list of capital projects and prioritized the list. Staff then created a list of highest priority items. Funds available for these projects include TIF funds of \$135,000 and bond funds of \$1,200,000. After bond payments, salaries, insurance, and office, training phones, etc. the remaining amount is \$704,390.

Staff met and scaled the list down to \$703,000 in projects.

Commissioner Nyquist asked about items cut from the budget including the \$375,000 if that is being deferred until the District decides where to go with the pool. Superintendent Emken indicated that those funds have not ever been allocated but that money is an estimate of the cost and staff decided to take that out of the list until a decision is reached about where the District is going with the pool.

President Young asked if the items that were cut for kiddy pool resurfacing and waterslide gel coating present any safety concern. Superintendent Emken indicated that in the short-term the District can most likely get another year out of the slide gel coating and that staff could patch the kiddy pool in-house. President Young asked what a new waterslide costs and Superintendent Doll responded that a new slide would be much more than \$23,000. Doll indicated that the gel

coating typically lasts 10 years and Supervisor deOliveira indicated that it was done approximately 10 years ago.

President Young inquired about the priority ranking. Superintendent Emken indicated that the items that the board is looking at are only the priority 1 items or the highest priority items.

President Young asked why salaries are funded by the capital budget. Superintendent Small indicated that the money paid in salaries from the bond are only towards capital projects. President Young asked what the total budget is for the District annually. Superintendent Small indicated that the District's annual budget is approximately \$6.5 million.

President Young indicated that the amount allocated for capital projects seems too low for taking care of all that the District has including the golf course, the pool and so many parks and facilities. Superintendent Small reported that when the tax cap came to DeKalb County it froze the debt payment levy. Without doing a referendum the District does not have any additional funds available for capital.

President Young indicated that he doesn't see how the District can do anything with such a small amount of money. He asked if the District is accounting for every dollar and if some can't be transferred over to free up additional money for capital. For example, he asked if some of the salary dollars can be shifted into other accounts to free up funds for additional capital projects. Superintendent Small indicated that some of this is shifted to ADA funds. Superintendent Emken indicated that some items or a portion of some items on the list are allocated to ADA funding including the band shell ADA improvements and the Mason/Larson playground.

Superintendent Small reminded the commissioners that February 1, 2019 will be the last payment on the bond payment which will free up funds to go towards capital projects.

### **FY 2017 Service Fees and Rental Rates Discussion**

Superintendent Doll presented highlighted information from the pool report that was presented to the commissioners. She reported that season pass sales were down 19% from 2014, continuing the downward trend and that 2015 Attendance was down from 2014, owing especially to the cool and rainy start and end to the summer. July had strong attendance. She also reported that pre-season pass sales continue to be a significant share of the overall sales. Additionally, swim lessons were moved to Hopkins Pool for the summer and that they had been held at Huntley Middle School pool in the past, and saw an increase of 67% from last summer. The District hosted four special events at Hopkins Pool in the summer of 2015 that were well-received by the public.

Superintendent Doll reported that in the budget section of the report that the commissioners should not look at the totals because the pool is done generating revenue for the fiscal year, there

will still be expenses including the Superintendent of Recreation salary allocation, allocated maintenance wages and utilities. Superintendent Doll reported that season pass revenues are down over \$10,000 from 2014, which is a trend the District needs to reverse to be a healthy and vibrant aquatic facility. The budget projections are that the Hopkins Pool budget will result in a deficit of approximately \$34,000 for the current fiscal year.

Doll reported that the proposed dates of operation for the 2016 season are to open the pool Memorial Day weekend (May 28) and close Labor Day weekend (September 5) but not open at all on days when DeKalb public schools are in session. The recommendation for a change in hours for the 2016 season will be to close the pool at 7:00 pm instead of 8:00 pm and begin open swim at 12:00 pm instead of 11:30 am. The District is proposing to raise season pool pass fees by 5% and offer pre-season discounts of 15% from “cyber Monday” (November 30) to the end of the year at 15% off and an early bird discount from January 1 to May 27 of 10%. Superintendent Doll is recommending that there be no changes to daily admission rates for 2016.

Commissioner Irving asked about how many free passes were redeemed. Superintendent Doll indicated 109. Commissioner Nyquist suggested that staff should consider opening Hopkins Pool on school days for lap swimmers.

Clubhouse Manager Holdridge proposed to increase resident golf passes by 5%, and to decrease non-resident passes by approximately 10%. The District is not selling enough resident passes to support the course and she indicated that the District would like to attract non-residents to purchase passes.

President Young asked since the District has gone to the combo pass whether the District was doing better. Holdridge indicated that it is evening things out.

Commissioner Nyquist asked about the implications of simultaneously raising residents and lowering non-residents. Holdridge indicated that it has been 5 years since the pass prices were raised.

Commissioner Holliday indicated that he is not against raising pass prices, but to drop the non-resident rate to the same or lower is not fair to the taxpayers.

Executive Director Mangum clarified that the non-resident rate would still be higher than the resident rate. Commissioner Holliday indicated that it still doesn't come close to what the residents are paying in taxes.

President Young asked about the users that have their own carts. Holdridge indicated that some of them pay their trails fee but then they let people ride with them and it costs the District money and she would like to discourage this.

Commissioner Irving said that he agrees with Commissioner Holliday that people paying taxes should get a lower rate.

Holdridge asked if the District should raise the resident rate but leave the non-resident rate alone. Commissioner Nyquist indicated that he thinks it would be a good business decision to lower the non-resident rates. Commissioner Holliday indicated that he doesn't know if we would attract anymore but that it is worth a try.

### **Discussion on Park District Logo Refresh**

Supervisor deOliveira distributed the concept design for the new logo to the commissioners. The District wanted to keep a tree and gazebo in the logo. Highlights include trees that are not pine trees and a gazebo that looks like District gazebos. The color palette represents the colors that the District is moving towards using.

Commissioner Irving said that he likes it and asked if the District could get some shirts so that he could see what it would look like.

Supervisor deOliveira indicated that the District is looking towards a first of the year launch to incorporate it into the website, business cards and all publications.

Commissioner Nyquist asked if the District would ever pull out the icon of the gazebo and use it without the trees for some concepts. deOliveira indicated that this would be possible.

### **Discussion on Maintenance Building**

Superintendent Emken distributed information to the commissioners on replacing the cold storage building at the same as the maintenance campus as requested by the board at a previous meeting. The cold storage building would be an additional \$1.7 million in addition to the \$1.5 million that the District is looking at for the main building.

Staff did an evaluation of the existing cold storage building and with very little additional upkeep staff feel that the District could get an additional 10 years out of that building.

Commissioner Nyquist asked if this is intended to be cold storage why there is a line for HVAC. Emken indicated that this is the compressed air system and the ventilation.

President Young asked if the replacement of the main building price would come down. Emken indicated that staff have not had time to look at how much staff could do in-house on the project to bring the cost of that project down.

Commissioner Irving made a motion to adjourn Iving, Commissioner Holliday seconded the motion.

The meeting adjourned at 6:54 pm.

**MINUTES**  
**DEKALB PARK DISTRICT**  
**BOARD OF COMMISSIONERS MEETING**  
**Thursday, November 19, 2015**  
**Hopkins Park Community Center**  
**1403 Sycamore Road, DeKalb, IL**  
**7:00 p.m.**

**Call to Order:** President Phil Young called the meeting to order at 7:03 p.m.

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

**Staff members present:** Executive Director Mangum, Superintendent of Finance Lisa Small, Superintendent of Recreation Amy Doll, Superintendent of Parks Mat Emken, Food and Clubhouse Manager Jane Holdridge, Athletics Supervisor Bill Ryder, Graduate Management Analyst Ryan Lindeman, Facility & Marketing Supervisor Scott deOliveira

**II. Action on the Agenda**

Commissioner Nyquist made a motion to approve the agenda. Commissioner Irving seconded the motion. The motion carried by voice. Vote.

**III. Action on Minutes from Previous Meetings**

- a. Commissioner Irving made a motion to approve the minutes from the study session and public meeting of October 15, 2015. Commissioner Grada seconded the motion. Motion carried by voice vote.
- b. Commissioner Irving made a motion to approve the minutes from the special meeting of October 5, 2015. Commissioner Nyquist seconded the motion. Motion carried by voice vote.
- c. Commissioner Nyquist made a motion to approve the minutes from the special meeting of October 22, 2015. Commissioner Holliday seconded the motion. Motion carried by voice vote.

**IV. Public Comment**

Ed Harvey spoke to the board regarding the District's capital improvement budget schedule. He also discussed the District's golf operations. Harvey also discussed the District's plans for the maintenance building and for the size of the building.

## V. Old Business

None

## VI. New Business

- a. Commissioner Grada made a motion to Adopt ORDINANCE 15-19: Abating the tax heretofore levied for the tax year 2015 to pay debt service on \$3,180,000 General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2005, of the DeKalb Park District. Commissioner Irving seconded the motion.

President Young asked for clarification of what this refers to. Superintendent Small indicated that the District refinanced the bonds that were used to pay for the construction of the Sports and Recreation Center in 2005 at a lower rate. As a part of the alternate revenue source bonds, the District is obligated to abate the tax levy.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

- b. Commissioner Nyquist made a motion to Adopt ORDINANCE 15-20; Providing for the issue of \$1,200,000 General Obligation Limited Tax Park Bonds, Series 2015, of the DeKalb Park District, DeKalb County, Illinois, for the payment of alternate revenues source bonds, land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of certain outstanding obligations of said Park District, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds. Commissioner Irving seconded the motion.

Commissioner Nyquist asked how long the District has been doing this. Superintendent Small replied that the District has been doing this since the early 90's. Commissioner Nyquist asked what would happen if the District weaned off doing this and whether this should this be explored. Superintendent Small indicated that it would aggravate the situation that President Young talked about earlier because it would reduce the capital dollars available. Commissioner Nyquist asked if for the foreseeable future the District should keep issuing \$1.2 million in bonds. Superintendent Small answered, yes because the District has large projects coming up including bandshell renovation, the pool and golf course irrigation.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

- c. Commissioner Irving made a motion that to approve the 2015 tax levy estimate of \$3,731,805. Commissioner Grada seconded the motion.

Commissioner Nyquist said he remembered that last year the levy went up very little. Superintendent Small confirmed that it would go up only 1.1%. The District doesn't know what the actual EAV will be yet because the county assessor hasn't finished their books yet.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

- d. Commissioner Irving made a motion to appoint Keith Nyquist as the DeKalb Park District delegate and the following individuals as alternate delegates to the Illinois Association of Park Districts Annual Meeting on January 30, 2016: Dean Holliday, Phil Young, Jason Mangum. Commissioner Holliday seconded the motion.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

- e. Commissioner Nyquist made a motion to approve the quote for shelter roof replacement at Welsh Park and DeKalb Kiwanis from Tip Top Roofing in the amount of \$12,672.00. Commissioner Holliday seconded the motion.

Commissioner Holliday commented that Tip Top Roofing has been investigated for safety issues and indicated that the District should make sure none of that happens on District jobs. Commissioner Holliday asked if they are prevailing wage jobs. Superintendent Emken answered yes. Commissioner Irving asked if they provide proof of insurance and Executive Director Mangum said yes and that the District collects certified copies of payroll to make sure they are complying. Commissioner Irving asked when the work would take place and Emken indicated this fall.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

## **VII. Financial Reports**

Commissioner Grada made a motion to approve payment of October open invoices, totaling \$176,894.79. Commissioner Irving seconded the motion.

Commissioner Irving asked about the charge to C.S.R. Bobcat for a saw rental. Superintendent Emken indicated that the District needed to rent a larger saw for cutting the asphalt in the parking lot at Katz Park. Commissioner Irving asked about the payment to Elliot & Wood for topsoil. Superintendent Emken indicated that this was backfill around the picnic pods and grading around the pods in Hopkins. Superintendent Irving asked about the charge to Lowe's for leather gloves. Emken indicated that staff are only getting leather gloves when they wear out. Superintendent

Irving asked about the repair to the dump truck. Emken said that there was a clutch issue that got fixed and it had some front end issues with alignment issues that were repaired, however without seeing the invoice he doesn't know for sure which repair this was.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

## **VIII. Committee and Staff Reports**

### **a. Ellwood House**

No report

### **b. Plan Commission**

No report

### **c. Trails & Trees Committee**

The Committee met on Tuesday afternoon to discuss a proposal from a developer that has proposed to develop property along Sycamore Road that is adjacent to District property. The discussion focused on what the District might ask in return to ensure the trail is aesthetically pleasing. The District will continue conversations with the developer.

The other issue discussed was related to the tree trimming along the nature trail. ComEd has indicated they are willing to work with the District. They have said they are willing to let the District perform the maintenance as long as the District meets the guidelines. The District is waiting to hear back from ComEd to see if they will accept the District's proposal.

Commissioner Holliday said that he thought that the agreement was that the District would maintain the vegetation. Executive Director Mangum indicated that ComEd allowed the District to replace the vegetation. The District would like to have an agreement so that the District would do the maintenance and the trimming. Commissioner Grada asked if the District would be maintaining the entire property or just the part adjacent to the nature trail. Mangum indicated that the District would need to work this out, but it would only be on our property. The District owns the property but ComEd has a right of way for tree trimming.

Commissioner Holliday asked for elaboration on what the developer wants to do. Mangum indicated that it is just a concept plan at this point. The developer wants to put up a couple of buildings but because it is on a slope the developer would have to put up a retaining wall and that would be what the District's users see. The District will work with the developer.



#### **d. Staff Reports**

Commissioner Nyquist indicated that he is excited to see that POLARPalooza planning is going on and Commissioner Holliday indicated that he has had 3 or 4 people ask him about it.

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

Commissioner Irving made a motion to adjourn the public meeting to go into executive session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act. Commissioner Holliday seconded the motion.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

Meeting was closed to the public at 7:41 pm.

#### **X. Reconvene to Public Meeting**

Commissioner Grada made a motion to reconvene the public meeting at 8:14 p.m. Commissioner Nyquist seconded the motion. All were in favor.

#### **XI. Adjourn Public Meeting**

Commissioner Irving made a motion to adjourn the November 19, 2015 public meeting at 8:15 p.m. Commissioner Dag Grada seconded the motion. All were in favor.