

MINUTES
DeKalb Park District
Board of Commissioners Study Session
August 18, 2016
Ellwood House Visitors Center
509 N. 1st St., DeKalb, IL

Call to Order: President Phil Young called the Study Session to order at 6:02 p.m.

Board Members Present: President Phil Young, Commissioner Bryant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist.

Staff Members Present: Executive Director Amy Doll, Marketing and Communications Manager Scott deOliveira, Interim Superintendent of Finance Nancy McCaul, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Administrative Assistant Emily Bidstrup, Superintendent of Recreation Bill Ryder, and Park Maintenance and Special Projects Team Leader Dave Kessen.

1. Presentation of the 2016 Comprehensive Annual Financial Report, Brian LeFevre, SIKICH

Brian LeFevre, from Sikich, went over the 2016 Comprehensive Annual Financial Report. Mr. LeFevre advised that the District has received the highest level of awards that can be given for accounting standards. He also advised that IMRF was presented differently than it has been in the past. Mr. LeFevre went over the Statement of net position – global financial statements and advised that for the 1st time, net pension liability is now a long term liability according to GASB. He said that this is simply a change in the accounting for IMRF. Mr. LeFevre then went over the Statement of activities, and said that there was a change in net position, which is in the positive. He advised that the District is economically better off than last year, with a fund balance just over \$1,010,000; although pool and golf funds are in the negative, and the income statement shows a decrease in fund balance. Mr. LeFevre added that there was a slight decrease in debt service, and the District is in compliance with the investment policy.

Mr. LeFevre talked about the health of IMRF and the District's pension liability, which is 72.6% funded. He said this is a healthy plan.

President Young asked a statement referenced in the management letter. Mr. LeFevre feels that there is a good protocol in place for shift closeouts but when staff gets really busy they still need to follow the protocol. Commissioner Nyquist asked about wire transfers. Mr. LeFevre said that they recommended that there be two steps in doing a wire transfer, this has since been implemented. Commissioner Nyquist asked about the District's net position. Mr. LeFevre said that the net position decreased due to a new GASB rule regarding pension liability.

2. Impact Fee Discussion

Jason Michnick, City of DeKalb, discussed impact fees. He advised that the City has had a policy discussion regarding impact fees, and they want to build on to what the DeKalb Sanitary District is doing. He said that, although they recognize that this is not a one fix all proposition, they feel that this can spur development. He asked for the Board's input on the waiving impact fees. He said that the majority of lots that would have impact fees waived are in Devonaire Farms and the remaining are in Bridges of Rivermist. Mr. Michnick went over the economic impact of waiving the impact fees for these remaining lots.

Commissioner Holliday asked why Sycamore is building and not DeKalb when they have the same impact fees. Mr. Michnick said that he does not know why there is a difference and advised that this is a step in the right direction. Commissioner Holliday said that it isn't fair that a new home buyer gets a discount but not the current homeowners. Mr. Michnick said that this will make DeKalb competitive again. Commissioner Grada asked how you break this down for the individual homeowner. Mr. Michnick said that different developers have negotiated different agreements. Executive Director Amy Doll said that before they try to figure out what each individual subdivision's impact on the District is, they wanted to find out what the consensus was from the Board first. She said that they are not looking at the impact on land, just on cash. President Young was concerned about the Irongate subdivision. Mr. Michnick said that Irongate has not been platted, it just went through the preliminary plat process, and he added that they are no longer looking at tier 4. President Young said that he would like to hear what the School District's feeling is on this, adding that he is all for supporting development, but he is concerned for the people that already own homes that are in distress. He also said that the city needs to address other infrastructure problems, such as potholes in subdivisions, that create negative perceptions of the community. This could be a reason people are not building. Mr. Michnick talked about programs for current homeowners. Jim Connors, the previous DeKalb City Manager, discussed his history with impact fees. He said that impact fees do not hurt development. He added that the reputation of DeKalb is not good, so you have to look at the whole package. He also said that it isn't the impact fees that are killing development. Mr. Connors also added that impact fees are not a fiscal issue, it is an emotional issue, and that you have to do more than just waiving impact fees. Commissioner Nyquist asked about the existing ordinance and the \$75,000 if that was pegged to 2006 value or now. Mr. Michnick said that the figure is pegged to 2006 value.

Commissioner Nyquist asked if the fees have been paid to the District would the District be asked to rebate the fees. Mr. Michnick said that the District would not be asked to rebate the fees, but might be asked to re-visit the fees. Mr. Michnick said that the City would not move forward without the support of the Park District Board. Commissioner Holliday said that he has no problem looking at this but there is more to be done in DeKalb. Commissioner Nyquist said that his opinion is that park space makes property more valuable and he can't support this.

Consensus was to research the actual agreements and find the financial impact to re-examine the fees.

Adjournment

President Young adjourned the study session at 6:52 p.m.

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Thursday, August 18, 2016
Ellwood House Visitors Center
509 N. 1st St., DeKalb, IL
7:00 p.m.

Public Meeting

I. Meeting Called To Order, Roll Call, Pledge of Allegiance

President Young called the meeting to order at 7:03 p.m.

Board Members Present: President Phil Young, Commissioner Bryant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist.

Staff Members Present: Executive Director Amy Doll, Marketing and Communications Manager Scott deOliveira, Interim Superintendent of Finance Nancy McCaul, Human Resource and Payroll Manager Autumn Kelly, Superintendent of Parks and Development Mat Emken, Food and Clubhouse Manager Jane Holdridge, Administrative Assistant Emily Bidstrup, Superintendent of Recreation Bill Ryder, Recreation Office Coordinator Wendy Hayes, and Park Maintenance and Special Projects Team Leader Dave Kessen.

II. Action on the Agenda

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

III. Action on Minutes from Previous Meetings

a. Special Meeting of July 14, 2016

Commissioner Irving made a motion to approve the minutes from the Special Meeting of July 14, 2016, seconded by Commissioner Nyquist. Motion carried by voice vote.

b. Study Session and Public Meeting of July 21, 2016

Commissioner Irving made a motion to approve the meeting minutes from the Study Session and Public Meeting of July 21, 2016, seconded by Commissioner Nyquist. Motion carried by voice vote.

IV. Public Comments

President Young read the public comment policy.

Julie Kiefer Bell, 40 year resident of DeKalb, talked about how important Prairie Park is to her and discussed her concern about the trees. President Young advised that her

that her 3 minutes were up. She asked where she could go to report that the trees are being destroyed in the park.

Bessie Chronopoulos, said she is proud of the Park District Board and praised them for doing good work. She asked that the Board be very careful when it comes to impact fees.

V. Old Business

None.

VI. New Business

a. Action on Request from Boy Scout Troop 33 to Operate a Concession Stand at Kiwanis Park

Executive Director Amy Doll advised that Boy Scout Troop 33 has operated a concession stand for several years at Kiwanis Park. She added that Troop 33 has provided the required insurance and will obtain the necessary food handling permits from the DeKalb County Health Department.

Commissioner Irving made a motion to allow Boy Scout Troop 33 to operate a concession stand at Kiwanis Park, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

b. Action to approve the 2016 Comprehensive Annual Financial Report

Commissioner Grada made a motion to accept the Comprehensive Annual Financial Report for the fiscal year ending February 29, 2016, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. Absent: None. (5-0-0)

c. Action to approve Athletics/Aquatics Coordinator Job Descriptions

Executive Director Doll advised that prior to filling open positions staff review the job description. She added that after filling the Superintendent of Recreation position, it was decided that it would be best that the job description be revised to include both Athletics and Aquatics and that the Athletic Supervisor position be reclassified to a Coordinator position. She added that this position would be reclassified from a paygrade of Level 5 to a pay grade of Level 3.

Commissioner Irving made a motion to approve the Athletics/Aquatics Coordinator Job Description, seconded by Commissioner Nyquist. Motion carried by roll call vote. Aye: Irving, Grada, Holliday, Nyquist, Young. Nay: None. Absent: None. (5-0-0)

d. Action to authorize staff to fill Athletics/Aquatics Coordinator Position

Executive Director Doll advised that with the filling of the Superintendent of Recreation position, the Athletics Supervisor position is currently vacant. She

added that, per the policy, staff have reviewed the responsibilities of the position and have determined that rather than filling the Athletics Supervisor Position, that the job description be revised to include both Athletics and Aquatics and that the position be reclassified to a Coordinator position.

Commissioner Irving made a motion to authorize the Executive Director to proceed with filling the Athletics/Aquatics Coordinator position, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holliday, Nyquist, Irving, Young. Nay: None. Absent: None. (5-0-0)

e. Purchases Over \$10,000

i. Mason/Larson Playground Equipment

Superintendent of Parks and Development Mat Emken advised the Board that the aging wood playground at the Mason-Larson Park was constructed by staff in 1997, based on the plans for the Barbland playground. He added that the equipment has been budgeted for replacement. He advised that an RFP was issued on July 22, 2016 with 11 vendors requesting the packet; 6 vendors submitted proposals, which amounted to 13 different designs. He advised that staff recommends the purchase of Little Tykes Playground Equipment Option 1 from Parkreation in the amount of \$67,994.99. He added that staff will install the equipment.

Commissioner Nyquist made a motion to approve the purchase of Little Tykes Playground Equipment Option 1 from Parkreation in the amount of \$67,994.99, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

ii. Paving Work at Hopkins, Mason/Larson, Prairie Park Trail, River Heights Golf Course & Buena Vista Golf Course

Commissioner Nyquist made a motion to approve the 2016 Paving Improvements bid of Royer Asphalt Paving in the amount of \$253,382.32, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Nyquist, Irving, Grada, Holliday, Young. Nay: None. Absent: None. (5-0-0)

f. Action to Authorize Commissioner Travel to NRPA

Executive Director Doll advised that the NRPA Annual Conference will be held in St. Louis, MO from October 4 to October 8, 2016. She added that this conference is the premier annual meeting of the park and recreation community and the District should be represented. She also advised that funds were allocated in the FY17 budget for this educational opportunity for commissioners.

Commissioner Irving made a motion to authorize the Board President Phil Young to attend the NRPA Annual Conference, October 4-7, 2016 in St. Louis, MO, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Irving, Grada, Holliday, Nyquist. Nay: None. Abstain: Young. (4-0-1)

g. Action to Approve Amendment to Hallgren Building Demolition Contract

Superintendent of Parks and Development Mat Emken advised that the original contract for demolition of the Hallgren Building has a Liquidated Damages component, which kicks in if the contractor does not finish the job in a timely manner. He added that this would cost the contractor 1% of the contract value for each day after August 15, 2016. He said that staff recommends approving this amendment so that the Liquidated Damages component does not kick in.

Commissioner Irving made a motion to approve the amendment to the Hallgren Building Demolition Contract, seconded by Commissioner Holliday. Motion carried by roll call vote. Aye: Grada, Holiday, Nyquist, Irving, Young. Nay: None. Absent: None. (5-0-0)

VII. Financial Reports

- a. Action on Invoices for Payment**
- b. Purchase Orders**
- c. Budget/Actual Report**

Commissioner Irving had questions about the Midwest Wrought Iron reimbursement, Peterson Cleaning, and Sundog.

President Young had questions about TBC.

Commissioner Holliday said that the IT bill is high. Executive Director Doll advised that staff will be doing an audit of IT services.

Commissioner Nyquist made a motion to approve payment of July open invoices totaling \$145,397.35 and to approve paid invoices from July in the amount of \$104,464.80, seconded by Commissioner Grada. Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

VIII. Staff Reports

- a. Ellwood House**

Executive Director Doll talked about recent ice cream social and art fair. She added that she will soon be meeting to chat about future plans for that event.

- b. Staff Reports**

Executive Director Doll updated the Board on the IDNR funding for a grant. The District can proceed with the project. She said that staff will be coming up with a plan for this grant, adding that the deadline is June 30, 2017. She advised that there is no indication that it will be extended any further.

Ms. Doll also updated the Board on the OSLAD grant status. She advised that there is no news about the future of the OSLAD grant.

President Young asked if there were any other issues with the kiddy pool at Hopkins. Executive Director Doll advised that staff will be looking at the surface of the pool, and looking at projects that need to be done at the pool in the fall.

Commissioner Holliday said that the kiddy pool is too small. Ms. Doll concurred.

Executive Director Doll advised that staff is working on the dog park rules and putting together a team of several dog park users and staff to put together some long term plans. She added that Commissioner Holliday did some leg work for the park also. President Young asked if it would be an advisory panel. Ms. Doll advised that it would just an adhoc group, possibly called the “Friends of the Dog Park” group.

Executive Director Doll advised the Board that the “Back to School Bash” is being moved to the Sports and Rec Center, due to the weather. She added that the sponsoring organization will be giving away 1,000 backpacks.

Ms. Doll thanked Nancy, Autumn and Emily, adding that staff changes required them to do more work.

Commissioner Holliday commended President Young on how he handled the public comment section of the meeting.

IX. Executive Session

Commissioner Nyquist made a motion to go into closed session to consider the following subjects under the Open Meetings Act, Section 2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; Section 2(c)(3) Discussion of the performance of the occupant of a public office; and Section 2(c)21 Review of executive session minutes. The motion was seconded by Commissioner Irving.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

Meeting closed to the public at 7:50 p.m.

X. Reconvene Open Meeting

Meeting reopened to the public at 8:37 p.m.

XI. Adjourn Public Meeting

Commissioner Irving made a motion to adjourn the meeting, seconded by Commissioner Grada. Motion carried by voice vote.

Meeting adjourned at 8:37 p.m.