

**FLAGG-ROCHELLE COMMUNITY PARK DISTRICT  
SPECIAL BOARD MEETING  
August 30, 2010 6:30 PM  
Spring Lake Marina**

**Call to Order:**

- President Terry Dickow called the meeting to order at 6:30 PM.

**Roll Call:**

**Commissioners Present**

Terry Dickow  
Neil Swanson  
Kim Bear  
Al Rogers  
Steve Hudson  
John Dobbs

**Commissioners Absent**

Roger Bunger

**Staff Present:** Steve Liezert, Executive Director and Sarah Kilmer, Executive Assistant/Financial Manager.

**President Dickow Announced:**

- The reason the lease agreement with the Flagg Township Historical Society was being brought back for another vote:
  - At a previous meeting when a vote was taken concerning the lease agreement, the Board voted four – three in favor of the lease agreement. The Board had announced the passage of the lease agreement. In actuality the Board needed a super majority (five – two) vote by law to pass the lease agreement.
  - A full Board present was the goal of the Board meeting. Commissioner Bunger had a prior business obligation. Commissioner Bunger has the option of joining via phone when he is available.
- Options to approve the agenda:
  - Approve as presented, with the “Adjourn to regular session” removed.
  - Revise the agenda: Make the Public Finance Workshop first and approve the lease agreement with the Flagg Township Historical Society second.
  - Table the lease agreement until the October Board meeting.

**Approval of Agenda:**

- President Dickow asked for a motion to approve the agenda.
  - Commissioner Swanson moved to approve the agenda as presented. Commissioner Rogers seconded the motion; Ayes: Commissioner Bear,

Commissioner Rogers, and Commissioner Bunger. Nays: Commissioner Hudson, Commissioner Dobbs and Commissioner Dickow; Motion did not pass.

- Commissioner Rogers moved to table the approval of the lease agreement with the Flagg-Township Historical Society. The motion received no second. Motion dies.
- Commissioner Dobbs made a motion to revise the agenda to postpone the approval of the lease agreement with the Flagg-Township Historical Society until after the Public Finance Workshop. Commissioner Swanson seconded the motion; the motion carried unanimously.
- Discussion concerning last motion:
  - Commissioner Rogers stated he felt it wouldn't be right to postpone or table the approval of the lease agreement with the Flagg-Township Historical Society.

#### **Old Business:**

- No old business.

#### **New Business:**

- **Public Finance Workshop – Presented by Dave Emanuelson of Strategic Management Alliance:**
  - Mr. Emanuelson stated the reason for the Public Finance Workshop was to educate the Board on how to understand how to read the financial reports (by covering the basics).
  - Mr. Emanuelson went over the basic differences between a Comprehensive Annual Financial Report (CAFR) and an Annual Financial Report (AFR).
    - **CAFR includes:**
      - ❖ An introductory letter (prepared by the director with help from the Financial Manager).
      - ❖ An organizational chart.
      - ❖ A list of elected officials.
      - ❖ Additional notes in the notes section of the audit.
      - ❖ Provides the public with more information.
  - Mr. Emanuelson Discussed four important reports to understand:
    - The Statement of Net Assets.
      - ❖ Compares assets to liabilities.
      - ❖ The first place the lending institutions look when you want to borrow money.
    - Statement of Activities.
      - ❖ Also known as the income statement in a business.
      - ❖ Used to show changes in the Statement of Net Assets.
    - Balance Sheet.
      - ❖ Similar to the Statement of Activities.
      - ❖ Breaks down the funds and departments into different categories.

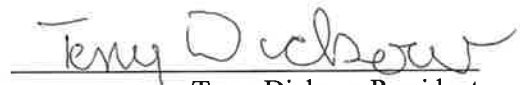
- ❖ No fixed assets are included in the Balance Sheet.
    - Statement of Revenue, Expense and changes in fund balances.
    - ❖ Shows how the balance sheet changes.
  - Mr. Emanuelson discussed the need to combine the Hickory Grove fund and the Recreation fund.
  - Mr. Emanuelson explained the function of the Board is to understand the quality of what the staff advises, based on the financial reports.
  - Mr. Emanuelson Discussed the Tax Levy:
    - In contemplating the Tax Levy the budget to actual reports are important.
    - The fund balances will provide an outlook of the taxes needing to be levied.
    - A Truth and Taxation hearing would need to be held if the Tax Levy is greater than a five percent (5%) increase over the previous year.
    - There are different types of taxes for different purposes.
- **Approve Lease Agreement with Flagg-Township Historical Society:**
  - After a lengthy discussion the Board decided all Board members should be present, the same as the first vote, to take a vote on the lease agreement. Commissioner Hudson made a motion to table the lease agreement with the Flagg-Township Historical Society, until the October meeting, when all Board members are able to be present. Commissioner Dobbs seconded the motion; Ayes: Commissioner Bear, Commissioner Dobbs, Commissioner Hudson and Commissioner Swanson. Nays: Commissioner Rogers and Commissioner Dickow; The motion carried. Commissioner Dickow stated he was confused on his vote and requested to change his vote from no to yes.

**Adjourn**

- There being no further business to conduct; Commissioner Swanson moved to adjourn the meeting at 7:39 PM. Commissioner Hudson seconded the motion; the motion carried unanimously.



Sarah D. Kilmer, Recording Secretary  
Flagg-Rochelle Community Park District



Terry Dickow, President  
Board of Commissioners  
Flagg-Rochelle Community Park District

September 20, 2010  
Date Approved