**Minutes of the Regular Meeting of the Board of Commissioners**

**Sycamore Park District**

**Tuesday, January 23, 2013**

Vice President Schulz called the meeting to order at 6:04 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz and Tucker present. Commissioner Strack was absent. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Dave Torson, 317 Terrace Drive

Kim Colness, 1951 El Fran Dr., Sycamore

John Mayer, 35701 West Ave., Ste. 150, Warrenville

Andrew Kustusch, 35701 West Ave., Ste. 150, Warrenville

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda. Commissioner Graves seconded the Motion.

  **Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the December 18, 2012 Regular Meeting Minutes. Commissioner Tucker seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

**Petition and Public Comment**

Dave Torson, 317 Terrace Dr. – He is the President of the Board for Sycamore Girls Softball. He noted he has three topics he wants to bring up to the Park Board. The Sycamore Girls Softball is a nonprofit organization and all volunteer. He noted they have been approached by the Park District to agree to the MOU. He provided different agreement forms from other organizations that are a one or two page form. The MOU the Park is asking them to agree to is an eight page document. He would like the Park District to explain to them why the MOU is necessary. He is wondering why the adult leagues have not been approached regarding an MOU and only the youth groups have been asked to do this. He then brought up the re-keying process the Park is looking into. He has not heard of any instances of bases being stolen and is wondering why the District is spending money on this. He then asked about the sales at the Park policy that was approved last year. They would like to have tournaments at the Park. They are in a conference with six other towns that would be involved in the tournament. In the other towns the teams get a share of the food concessions and have full license to sell any souvenirs. At Sycamore they do not get any share of food concessions and are now being told they cannot sell souvenirs at the tournament. There is a process for them to ask the District to waive the feel to sell souvenirs at the tournament, but they cannot live by this policy. There would not be any guarantee they would have the fees waived each year. They would like a blanket on selling souvenirs. They do not feel they can commit to a tournament each year without the blanket

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**Petition and Public Comment-cont’d**

Dave Torson, 317 Terrace Dr.- cont’d - agreement. He then brought up Goal Three of the Park District and about relationships and partnerships. Commissioner Schulz noted these are all valid concerns. Director Gibble and staff will contact them and follow-up with them on this matter.

**Claims and Accounts Approval**

**Motion**

 Commissioner Kroeger moved to approve and pay the bills in the amount of $75,650.33. Commissioner Graves seconded the Motion.  **Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

**Correspondence** –

* Sycamore United Methodist Church Food Pantry
* Clubhouse Rental Questionnaire

**Positive Feedback/Reports**

* Commissioner Graves noted he received the email from Director Gibble on the Old Mill Project. He felt it is incredible what was done in one day so far and feels it looks a lot better.
* Commissioner Kroeger noted the Clubhouse look stunning and it was a huge improvement. He asked about the Pro Shop.
* Commissioner Schulz noted to Supt. of Recreation Desch great job on the geocaching event – great coverage.

**Department Presentations**

Superintendent of Golf Operations Kirk Lundbeck – Supt. Lundbeck gave a presentation on the current cart status. There are 59 in the fleet – 15 are from 2000, 24 from 2001, 10 from 2003, and 10 from 2006 purchased in 2012. There are major problems with the 2000 and 2001 carts. Thirteen of these will be traded in this year to help with this problem. We will be getting 2008 carts and when the new carts arrive the numbers and decals will be taken off and renumbered. He went over the rotation process of the carts. They will be keeping a spreadsheet for repairs to the carts for 2013. Commissioner Kroeger asked about the history of electric carts. Supt. Lundbeck noted there is more to repair on electric. Replacing the batteries on the carts is very expensive and the carts weigh more. The gas carts can go for a week before having to fill the tanks – electric can only go 54 hours on a charge. When Supt. Lundbeck started at the District there were 22 electric and 15 gas carts. There were constantly problems with the electric carts. When batteries die, you have to replace all batteries in the cart. Director Gibble noted they will be tracking longer term so they will have repair records. At a later date it would be worth checking the values in new carts versus used carts. Would also be a good time to check other courses history on electric cart repairs. Supt. of Lundbeck noted that down the road possibly looking at selling all the carts in exchange for a lease agreement. These would come with service agreements and would cut down on the cart maintenance staff would have to do.

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**Old Business –**

**Discussion & Finalizing Short List of Topics for CAC –** Director Gibble noted the Board had the information from last month and the topics were to be discussed at this meeting. He is looking for a consensus from the Board for the topics he can give to the CAC at their February meeting. Commissioner Schulz asked the Board members for their ranking on the suggested topics. The Board ranked the topics as follows: 1-- #4 Assistance with Goal 4 of the Short Term Plan, 2 --#3 Studying the Natural History Museum, and 3 --#2 Evaluation of efficiency of key components of the District’s systems. Commissioner Tucker noted these are three good topics, but feels the CAC should decide for sure which ones they want to tackle or how to prioritize them.

**Update on Progress of CWSPT –** Commissioner Schulz noted the CWSPT met in January. She felt there was plenty of education material provided from staff. Park District staff is doing a great job of educating the members that were there. She is amazed that the people that are on the committee are out spreading the information they have been given. Director Gibble noted the people that were not in attendance met with him at a later date to review the meeting material. Commissioner Schulz noted that Supt. of Recreation Desch and Program Supervisor White did a great job on the power point presentation on the Community Center visits. Supt. of Parks Donahoe also gave a great presentation on the Park tours.

**Final Review and Approval of MOU’s** – Supt. of Recreation Desch noted that Supt. of Parks Donahoe come into the Parks side. There was a need to clarify what the Park does for the user groups. There was nothing on paper what is expected from both sides. He contacted ten Parks and received eight different types of agreements. He chose the Memorandum of Understanding agreement. It is a fluid document so the groups can meet yearly to change things if needed. He met with three groups on the agreements. All of the MOU’s are fairly the same. He appreciated Baseball and Softball sitting down with him to go over these MOU’s. Director Gibble noted that the MOU’s are a common things in Park Districts. They allow what we agree on to be clear and in writing. This will help if staff changes over time also. Most organizations will get comfortable with the MOU’s and be able to sign a multiyear agreement. Typically they start out with a one year agreement. When he first started with the District, he was at a meeting with Sycamore Youth Baseball. It seemed at that time that no one was clear on who was doing what. MOU’s clarify who takes responsibility of features once built. It also clearly defines who has the liability. The MOU’s do not prohibit the sales of product. The permit process needs to be followed to sell items. The liability part of the MOU’s is required by our counsel and IPARKS. The MOU process was started with the youth groups and then will go to the adult groups. He recommended the Board approve the process of the MOU’s. Supt. of Recreation Desch noted some of the other groups do not have Boards, so they will be treated as rentals. Director Gibble noted they started the MOU’s to make the Districts roles clear and what we are responsible for. The intent is to strengthen the long term commitments with organizations. He also noted he can meet with the groups and if there are revisions he will bring them back to the Board. Commissioner Schulz noted she was elected in 2006. From the beginning Sycamore Youth Baseball was having issues with no field available and no concessions. From her standpoint, it is great that everyone would be on the same page and working from the same document.

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**Final Review and Approval of MOU’s – cont’d** -

**Motion**

Commissioner Tucker moved to approve the MOU’s. Commissioner Kroeger seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

**New Business**

**Pay-down Schedule on Debt**– Supt. of Finance Hienbuecher noted that she and Director Gibble worked on a schedule for paying down the debt on golf side. There have been losses in both pool and golf. Fund balance reserves have been used to pay on the pool. With the golf there has been a remaining balance. Our auditors have been looking for this also and have been given a draft of the proposal. The schedule shows paying off the balance by December of 2014. Then we will start growing the reserve balances. Director Gibble noted that all of the superintendents have put a lot of work on the budget to save money. He feels that staff will continue to find ways to save money and the numbers used were very conservative.

**Approval to Go to Bid on Old Mill Parking and Sycamore Park Tennis Courts –** Director Gibble noted this is just to approve going to bid and not approval on actual bids. He introduced John Mayer and Drew Kustusch from Consulting Engineer ERA. They will present information on the projects and what the work will be. John Mayer showed the Board the information on both Old Mill Parking and the tennis courts. Old Mill will be a three week project and will be approximately $45,000 to $57,000. The tennis courts will be approximately $135,000 for construction and the total cost of approximately $148,000. Director Gibble noted again that this is just authorization to go out for bid, not approving bids.

**Motion**

Commissioner Graves moved to approve going out to bid on Old Mill Parking and the Sycamore Park District tennis courts. Commissioner Tucker seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

**Bi-Annual Review of Executive Session Minutes** – Commissioner Schulz noted that if anyone felt these needed to be discussed this would be moved to Executive Session. There was no need at this time to discuss.

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**New Business – cont’d**

**Re-Keying Proposal for Sports Complex** – Supt. of Recreation Desch noted there are two main reasons for this. The amount of keys that staff needs to operate at all facilities and to control who has keys with access to our facilities. Supt. of Parks Donahoe noted the locks have not been changed in a long time. People still have access from years ago. We need to have a certain type of key that no one can copy. We can then have a library system of who has keys and they are checked out. Also in conjunction with ADA, we need to have levers and not knobs on the doors. The current locks need to be commercial grade with a special cylinder to fit a special key. They have found out also that a lot of people have keys to the sports boxes. The bases get stolen and we have to replace them at $500 to $600 per box. There are people with keys to the boxes and use the bases even if no affiliation with the current sports groups. Have also found that people have keys to the lights and the same issue happens. The lights will be turned on and left on during the night which is very costly. This will tie into an entire Park District system with a master system. Director Gibble noted he is looking for authorization to move forward with the process. Commissioner Tucker suggested using a credit card number for a deposit and charged if need be.

**Motion**

Commissioner Tucker moved to move forward on the rekeying process. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

**First Review of Executive Summary**– Director Gibble noted the Board has about 2/3 of the content of the annual report that will be put out each February. This information will help the Board field questions from the community. He asked the Board to look at the information provided and let him know if there is something else the Board would like to see included. He would like final approval at the February meeting. Commissioner Graves noted he was impressed with it and asked if this could be put online also.

**Tax Abatement Ordinance** – Supt. of Finance Hienbuecher noted this is a house keeping item that is done each year. Just a formality with the County.

**Motion**

Commissioner Graves moved to approve the Tax Abatement Ordinance #01-2013.. Commissioner Tucker seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

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**Petition and Public Comment - None**

**Adjournment**

**Motion**

The Board adjourned the Regular Session at 7:32 p.m. on a motion made by Commissioner Tucker for. The motion was seconded by Commissioner Graves.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District