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

**Sycamore Park District**

**Tuesday, February 25, 2014**

President Strack called the meeting to order at 6:00 p.m.

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

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Nick Gould – Sycamore Park District Intern

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda with the change in the Tech Study Presentation. Commissioner Graves seconded the Motion.

 **Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the January 21, 2014 Regular Meeting Minutes, January 15, 2014, January 29, 2014, February 4, 2014, and February 18, 2014 Special Meeting Minutes. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Tucker moved to approve the January 21, 2014 and February 5, 2014 Executive Session Minutes to remain confidential. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment –** None

**Claims and Accounts Approval**

**Motion**

 Commissioner Schulz moved to approve and pay the bills in the amount of $130,465.25. Commissioner Graves seconded the Motion.  **Roll Call**

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

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**Correspondence-**

* Thank you – Donahoe Family
* Thank you – NIU Bridal Fair
* IAPD Letter
* Clubhouse Rental – Kim Bryne Rental
* Clubhouse Rental – Martin, Goodrich & Waddell Rental
* IDOT from Director Gibble

IAPD Letter - Director Gibble also noted in regards to the IAPD Letter that the Board needed to consider some options for making a nomination for this year’s award gala. There are categories that honor local businesses, citizen volunteers, other units of local government that have played a significant role in our agencies accomplishments. There has been good cooperation from the schools, and the city on our long range planning. There is time between now and our next meeting to give this consideration. President Strack feels it would be great to start to recognizing people that have helped us.

IDOT Letter – Director Gibble noted he feels we have reached an understanding with IDOT on where the fence was put back in. They will issue us a permit for this.

**Positive Feedback/Reports**

* Commissioner Schulz gave kudos to Supt. of Parks Jeff Donahoe on the article about him.
* Director Gibble handed out laminated articles on Jeff and the article on the Dr. John Ovitz Park.
* President Strack noted he was impressed with the MOU’s from Supt. of Recreation Desch. He feels this has gone really well and appreciates the efforts.
* Director Gibble noted there will be a youth sports group meeting in March and suggested a few board members to attend the meeting. We could let them know how we would like to involve them in the planning of the soccer fields and ball diamonds.
* President Strack noted we should give our presentation to them and engage them.
* Commissioner Graves thanked Supt. of Golf Operations Lundbeck for getting everything ready for the golf season. He has heard lot of positive things about the information getting out to the community.

**Presentation of Tech Study Findings –** Supt. of Finance Hienbuecher noted that she and Director Gibble reviewed the last draft of the study. They both feel it is still not meeting their expectations to present to the Board. They sent out an email to the company giving them ideas on more details that we are looking for. They also asked them to do more detailed work on their recommendations. They gave them a specific requirement to have a final document by March 14th and be here to present to the Board at the March board meeting. Supt. of Finance Hienbuecher is scheduling an in person meeting. President Strack asked about the cost at this

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**Presentation of Tech Study Findings- cont’d** - point. Director Gibble noted the bill we have received so far is around $15,000. He feels the person that quoted the RFP had a clear understanding of what we want, but the people doing the work do not have that understanding. He feels they know what they are doing, but there is too much tech language.

**Monthly Presentation – Supt. of Recreation Desch- Providing More** - Supt. of Recreation Desch handed out a hard copy of the presentation that will be in the next newsletter. He noted there are two sections – Providing More and Vision 20/20. He went over the details of each section. There was then discussion on the presentation. Director Gibble noted there is a lot of information here and suggested everyone digest and then give their thoughts. Suggestions were made to maybe break down into different mailings and give some information each time. Give the public something to look forward to in the next newsletter. All agree the information was great, just might be too much at one time. President Strack noted the board will go over the information and then give ideas and staff should do the same. Director Gibble suggested everyone emailing him their observations.

**Old Business**–

C**AC Members** – Director Gibble noted the board had reached consensus on this, but there is a vote needed for final approval.

**Motion**

Commissioner Tucker moved to approve Scott Buzzard, Margaret Bassett, Brian Lance and Barb Lynch as members of the CAC. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Part-Time Benefits Proposal**  - Supt. of Parks Donahoe noted there was some discussion about the manual for the part time staff. They felt there should be some level on years worked or hours for the part time staff. He and Supt. of Recreation Desch came up with two different levels depending on the hours worked or years worked. The seasonal employees will only get the benefits when working. Director Gibble noted there will be a list of each level at each front desk in each department.

**Motion**

Commissioner Schulz moved to approve the Part-Time Benefits proposal. Commissioner Graves seconded the Motion.

**Voice Vote**

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

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**Approval of Part-Time Personnel Manual** – Director Gibble noted that since the levels are taken care of he is asking for the approval of the entire part-time manual document.

**Motion**

Commissioner Schulz moved to approve the Part-Time Personnel Manual. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Final Draft of Equipment Replacement Schedule** – Director Gibble noted he also gave them a printed copy of the schedule. This is the first piece in the puzzle to get us to a point that we know what the annual potential implications are for costs just to maintain what we have. This does not factor in new or operating costs.

**Motion**

Commissioner Schulz moved to accept the report. Commission Graves seconded the Motion.

**Voice Vote**

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

**Follow-up on Question on Site Supervision for Youth Sport –** Supt. of Recreation Desch noted this was originally addressed last year and had told the Board would be discussed again after they had talked to the groups. They have talked to all of the groups and none of the groups really felt a site supervisor is needed. One group brought up issues with practice times for youth softball. This has been now put into the groups MOU’s along with Storm’s MOU’s. Supt. of Recreation Desch contacted other park districts to see if they have site supervisors. They do not unless it is a large, big event going on. Commissioner Graves still thinks it would be nice to have someone out there on big nights, but understands there is a cost to it. Director Gibble noted that one of the groups that hinted this might be a good idea, expressed concern over the cost. He feels it would not be very well received if we did this and the cost was passed on to the groups. He has asked Supt. of Parks Donahoe to review the costs of the work for the groups. Commissioner Graves suggested to continue to monitor each year and we can say that we looked at it.

**Motion**

Commissioner Tucker moved to accept Option 3. Commission Graves seconded the Motion.

**Voice Vote**

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

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**New Business**

**Approval of Park Name**– Director Gibble noted this is the formal approval of adoption of the name. Jane Ovitz recommended it be Dr. John Ovitz Park and not list a Jr. or Sr. so it would also recognize his father who was a park commissioner for us. He would recommend adoption of the name of Dr. John Ovitz Park.

**Motion**

Commissioner Schulz moved to adopt Dr. John Ovitz Park as the park name. Commission Graves seconded the Motion.

**Voice Vote**

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

**Approval of Modifications in Budget**– Supt. of Finance Hienbuecher noted there are minor changes to the 2014 budget. The original budget submitted had general dollars for salary. Once the numbers were finalized she wanted to make sure we had accurate numbers in the budget. Also with the delay in the ADA plumbing and carpentry work, she wanted to make sure those dollars were transferred over into 2014. These figures are also in the budget and appropriation ordinance, so again wanted to make sure everything matched.

**Motion**

Commissioner Schulz moved to approve the modifications in the budget. Commissioner Tucker seconded the Motion.

**Roll Call**

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

**Draft Budget and Appropriation Ordinance –** Supt. of Finance Hienbuecher noted this is just a draft and it has to be on display for 30 days prior to the adoption. It will be on the agenda for adoption at the March meeting. It is on the counter for display and she will publish a notice a week before the hearing. The fund balance numbers will be adjusted once the audit if done.

**Approval of Executive Summary** – Director Gibble noted this becomes an instrument for staff for questions from the public.

**Motion**

Commissioner Tucker moved to approve the Executive Summary. Commission Graves seconded the Motion.

**Voice Vote**

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

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**Review of Changes in Pool Fees and Hours**- Director Gibble gave kudos to Supt. of Recreation Desch and Program Supervisor White. He challenged them to compare ourselves to other pools and they did a great job. Supt. of Recreation Desch noted they put together questions and Program Supervisor White conducted reviews with DeKalb, Genoa, and Huntley Park Districts. Sycamore was on the high side of everything. They wanted to place a more accurate value in our fee structure. Some fees are changed, some fees eliminated and the hours will also change. We will still save money. Hopefully people will see this as perceived value. We will chart this summer and hopefully see an increase in pass sales. Director Gibble noted they looked at our current use pattern to determine the hours. Commissioner Tucker noted she hears the pool closes the middle of August and looks like it will close early this year. Supt. of Recreation Desch noted that most pools close at this time because the guards are gone. Director Gibble noted there is a cost to stay open and with the amount of traffic it becomes a detriment to the bottom line. If the Board wants the pool to stay open later, they have to be prepared that the pool could lose

more money. He noted we can have numbers or totals for August at the next month’s meeting. President Strack noted he supports the recommendation but possibly monitor August.

**Motion**

Commissioner Schulz moved to approve the recommended pool fees and hours. Commission Graves seconded the Motion.

**Voice Vote**

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

**Adoption of MOU’s** – Supt. of Recreation Desch noted there were some changes to three groups MOU’s – Softball, Baseball and Storm. These included the days, fields for practice and games, times and use of the batting cages for each group. Director Gibble noted we need to move towards two, three or four year agreements. Some things might have to be taken care of with permit for usage, etc.

**Motion**

Commissioner Tucker moved to adopt the MOU’s as presented. Commission Graves seconded the Motion.

**Voice Vote**

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

**Review and Approval of Recommended Changes in Purchase Policy** - Supt. of Finance Hienbuecher noted she submitted some minor changes for review and approval. This is in conjunction with the process of purchase orders that will be used in 2014. She is going to talk with DeKalb Park District about their purchase order module.

**Motion**

Commissioner Tucker moved to approve recommended changes in Purchase Policy. Commissioner Graves seconded the Motion.

**Roll Call**

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

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**Approval of PARC Grant Resolutions** – Director Gibble noted he also gave the Board supplementary information. DNR has gone to Park Districts adopting resolutions for these grants because of park districts backing out after being awarded a grant. There are penalties with this if districts back out. He is recommending adopting the resolution. The grant also requires a summary budget, so that will be included.

**Motion**

Commissioner Schulz moved to approve the PARC Grant Resolution. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Ordinance 02-2014 Authorizing Contract for Land Purchase** – Director Gibble noted this is an ordinance authorizing the President to sign the contract for the purchase of the property.

He recommends adoption of Ordinance 02-2014 for the purchase of real property as outlined in the ordinance.

**Motion**

Commissioner Tucker moved to approve Ordinance 02-2014 – An Ordinance for the purchase of real property. Commissioner Schulz seconded the Motion.

**Roll Call**

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

At this point President Strack turned the meeting over to Vice President Schulz and the record shows that President Strack left the room.

Vice President Schulz took over the meeting and read the ordinance in full.

**Ordinance 03-2014 –** An Ordinance (03-2014) authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real property in and for the Sycamore Park District Park District, DeKalb County, Illinois and authorizing and providing for the issue of $450,000 Debt Certificate, Series 2014, of said Park District evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificate, and providing for the security for and means of payment under the Agreement of the Certificate.

Director Gibble asked if there has been any indication from anyone on the Board that they would like to attend this meeting by video or audio conference. Hearing none, the following park commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever. Let the record show Commissioner William (Bill) Kroeger was absent. Commissioner Schulz has now read the ordinance and the Board can proceed with a motion if so choose.

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**Ordinance 03-2014 – cont’d**

**Motion**

Commissioner Graves moved to approve Ordinance 03-2014. 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 3-0. Commissioner Kroeger was absent. Let the record show that President Strack was not absent, but had recused himself.

President Strack came back into the meeting at this point and took over the meeting again.

**Approve Purchase of Fairway Mower** – Supt. of Parks Donahoe noted on the replacement schedule the industry average is 10 years for replacing mowers. We give good winter service to our equipment and our mechanic can fix most things that enable us to get more years out of our equipment than the industry average. We are ready to replace one and want to do this before the new emission rules change and the price goes up.

**Motion**

Commissioner Tucker moved to approve the purchase of a fairway mower. Commissioner Graves seconded the Motion.

**Roll Call**

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

Commissioner Schulz asked about a timeline in announcing the land purchase. There was discussion on this. It was noted that once the announcement has been made, there should then be a sign at the site. It was also noted it is critical to announce at this point because people are asking with this Vision is going to be. At this point they decided on announcing to the Trailblazers on 3-19 and then announce to the public on 3-20. Director Gibble asked the Board to think about how they want to announce and let him know. He also noted he may offer the house to the fire department to burn down. This could reduce our cost of demolition.

Director Gibble also noted that there is discussion with the attorneys when we have to be on the ballot. There was discussion that the board should adopt the resolution at the April meeting.

**Public Input – None**

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**Motion**

The Board adjourned the Regular Session at 7:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District