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

**Sycamore Park District**

**Tuesday, February 26, 2013**

Vice President Schulz called the meeting to order at 6:03 p.m.

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

Guests at the Board meeting were:

Greg Martin, CWSPT

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda. 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 3-0. Commissioner Graves and Strack were absent.

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the January 22, 2013 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 3-0. Commissioner Graves and Strack were absent.

**Petition and Public Comment**

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of $86,312.79. 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 3-0. Commissioner Graves and Strack were absent.

**Correspondence-**

Sycamore Chamber

**Positive Feedback/Reports**

* Commissioner Tucker noted the Golf Ladies loved the Clubhouse and they can’t wait to see the Pro Shop.
* Commissioner Schulz noted she attended the Sycamore Girls Softball meeting. She felt Director Gibble and Supt. Desch handled the meeting very well.
* Director Gibble noted that when information comes from someone that lives nearby and in town for a long time it adds a lot of weight to the wrong perceptions. He and Supt. Desch appreciated Commissioners Schulz and Graves being there.

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**Department Presentations**

**Superintendent of Finance Jackie Hienbuecher** – Supt. Hienbuecher gave a packet to the Board. The packet included what she sees in the audit and what questions she has to answer at audit time. The process starts in November with a planning meeting with the Fred Lance of Sikich and Director Gibble. The auditors are trying to get an idea of what changes were made during the year in the pre planning meeting. The auditor was glad to hear that the District is addressing and controlling inventory. The clear plan for the repayment of the debt for the Golf Course was also discussed. Any GASB pronouncements were also discussed. After the planning meeting, then they come out for preliminary field work. She is able to email a lot of the information to the auditors for this field work. In February the final field work is done on site. She will get a rough draft of the audit and then have the final numbers before the March meeting. Fred Lance of Sikich will present to the Board in April. Commissioner Kroeger asked if the District changes auditors. Director Gibble noted the District lawyers recommend rotating sometimes. Supt. Hienbuecher noted if the Board is considering changing, would need to look early in the year to enable getting someone ready for the next year.

**Old Business –**

**Update on Short List of Topics for CAC –** Director Gibble noted there had been a discussion with the Board where they ranked the items that the CAC recommended. The Museum is number one at this point. CAC Chair Scott Buzzard will take the three items and email to all the CAC. They will have a final decision at the next CAC meeting. They would like to address at least two items throughout the year. They will also decide how they want to tackle – sub committees or committee of the whole.

**Update on Progress of CWSPT** – CAC Greg Martin noted that Director Gibble gave a presentation on the financial situation of the District. Director Gibble noted that they talked about what was discussed at the prior months meeting. They talked about the pool and community center. CAC Martin noted the meeting was at the Community Center and they took a tour of the building. He noted our Community Center is bursting at the seams and the space is inadequate. Director Gibble noted the next meeting on March 7th will be at the Operations building. There was more general discussion on a Community Center.

**Update on MOU’s**  - Supt. of Recreation Desch noted he has three of the five MOU’s signed – Baseball, Girls Softball and Kishwaukee Storm. He will be talking to AYSO and KYFL on their MOU’s. Director Gibble gave kudos to Supt. Desch on getting these signed.

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**Final Review and Adoption of Executive Summary** – Director Gibble noted the Board was given a draft of this last month. This is the final version and would like approval from the Board. This will be put on the website and additional copies will be made. The Board applauded this and think it is amazing. Director Gibble asked that these be turned in at the end of the year to be updated.

**Motion**

Commissioner Tucker moved to approve and adopt the Executive Summary. 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 3-0. Commissioner Graves and Strack were absent.

**New Business**

**Review of Action Statement for Short Term Plan** – Director Gibble informed the Board they are making headway on the action statements and some are complete. Quarterly he will give the Board status reports on the objectives. He noted he would like to schedule a few study sessions to work with the Board in setting some action statements to address certain goals.

**Budget and Appropriation Ordinance**  - Supt. Hienbuecher noted she had given the Board a draft of the Budget and Appropriation Ordinance. It has to be made available 30 days prior to the final approval. The final will be approved at the March meeting. The fund balance is unaudited figures and will be final after the audit is finished. This has to be published in the paper seven days before the March hearing.

**Future Study Sessions** – There was discussion on dates for the first study session. The Board members present suggested March 12th at 6:00 p.m. or March 14th. Director Gibble will email Commissioner Strack and Graves to see what their choices will be and then decide on the date.

**Petition and Public Comment – None**

Commissioner Graves arrived at this time.

**Adjournment**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:45 p.m. on a

motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

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#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.

The Board convened to Executive Session at 6:56 p.m. The roll was called with Commissioners Graves, Kroeger, Tucker and Schulz present along with Director Gibble, Supt. of Finance Hienbuecher and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 7:25 p.m. and reconvened to Regular Session on a motion made by Commissioner Graves. The motion was seconded by Commissioner Tucker.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All Commissioners

present voted Aye. Motion carried 4-0.

**Motion**

The Board adjourned the Regular Session at 7:25 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All Commissioners

present voted Aye. Motion carried 4-0.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District