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

**Sycamore Park District**

**Tuesday, March 26, 2013**

President Strack called the meeting to order at 7:00 p.m.

The roll was called with Commissioners Graves, Kroeger, and Strack present. Commissioner Schulz arrived at 7:05 pm and Commissioner Tucker arrived at 7:15 pm. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Stephanie Hickman – Daily Chronicle

Scott Buzzard - CAC

**Public Hearing on FY 2013 Budget & Appropriation Ordinance 02-2013**

President Strack opened the Hearing.

There were no comments.

**Motion**

Commissioner Kroeger moved to close the Public Hearing on FY2013 Budget & Appropriation Ordinance 02-2013. 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 3-0. Commissioner Schulz and Tucker were absent at this time.

**Regular and Consent Agenda Approval** –

**Motion**

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

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 3-0. Commissioner Schulz and Tucker were absent.

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the February 26, 2013 Regular Meeting Minutes. 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 3-0. Commissioner Schulz and Tucker were absent.

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**Motion**

Commissioner Graves moved to approve the February 26, 2013 Executive Session Meeting Minutes to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 3-0. Commissioner Schulz and Tucker were absent

**Petition and Public Comment - None**

**Claims and Accounts Approval**

**Motion**

Commissioner Kroeger moved to approve and pay the bills in the amount of $102,937.49. 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 3-0. Commissioner Schulz and Tucker were absent.

**Correspondence-**

* Genoa Chamber
* Family Service Agency
* St. Marys

Director Gibble also passed out other items that he received.

**Positive Feedback/Reports**

* Commissioner Strack complimented Supt. of Recreation Desch on his report and noted he has a lot of things going on.
* Commissioner Graves noted the Clubhouse is shaping up nicely and is more eye pleasing.
* Commissioner Kroeger agreed with Commissioner Graves and feels that once the course opens people will be surprised.

**Department Presentations**

**Superintendent of Recreation Bart Desch** – Supt. of Recreation Desch gave a handout to the Board on the special events that are planned. Some of the events came from the Short Term Plan and some are for the 90th celebration. He went over the different events that are scheduled. Some of the events are Fireworks on August 24th sponsored by NB & T, an ice cream social, a Touch-a-Truck in September and a Community Pride Day in October. There will also be a photo contest which the Daily Chronicle will be sponsoring and judging the photos. The winning photograph might be placed in the Clubhouse.

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**Old Business –**

**FY2013 Budget & Appropriation Ordinance 02-2013 –** Supt. of Finance Hienbuecher noted this document has to be filed with the County.

**Motion**

Commissioner Schulz moved to approve the FY2013 Budget & Appropriation Ordinance 02-2013. 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 5-0.

**Community Center Lease – Authorization to Exercise Option for Coming Year**– Supt. of Recreation Desch noted this was discussed at the Study Session.

**Motion**

Commissioner Tucker moved to approve the Community Center Lease for the coming year. 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 5-0.

**Quarterly Capital Funds Update**  - Supt. of Finance Hienbuecher noted this is just a snapshot of where we are with projects approved in the budget and where expenditures are at this point. Commissioner Strack asked about the WPA Main Shelter status. Supt. of Parks & Facilities is talking to the volunteers and trying to press them. He is getting pricing on the plumbing and there are no volunteers for this part of it.

**New Business**

**OMA Requirement for Training of Elected Officials –** Director Gibble wanted to let the Board know they are all in compliance, but he wanted to remind the Board on this. Commissioner Schulz and Strack have to renew each year, but the other Board members need to follow the guidelines for renewal. Also any new Board members will have to follow the guidelines.

**Quarterly Review of Short-Term Plan Goal & Objective Progress** – Director Gibble noted that part of the Short Term planning process is keeping the Board up to date on the goals and objectives. Staff gave a brief explanation on where they are at on each goal at this point. Commissioner Graves noted when he looks at this he is more impressed with staff and the direction we are going. Commissioner Tucker also noted it is very impressive. Commissioner Strack noted he has talked to Director Gibble on the inventory issues. It sounds like the issues have been taken care of. He also noted that he is holding Director Gibble responsible if there is this type of issue again with the inventory.

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**Annual Audit: First Review**  - Supt. of Finance Hienbuecher noted she gave the Board a draft of the audit. There will not be any significant changes made to the document. Fred Lance from Sikich will present at the April Board meeting. Commissioner Strack asked if anything stood out. Supt. of Finance Hienbuecher noted the inventory stands out and this has been addressed. She feels the audit went smoothly. Director Gibble noted the auditors were happy to see the District has laid out a 3 year plan for paying down the golf course debt and reestablishing the fund reserves. He also noted that Dave Phillips from Speer Financial by addressing the golf course debt our bond rating could improve.

**Consideration of Bids on Old Mill Parking & Tennis Courts** – Director Gibble noted the Board has the bid information. There were 6 firms pick up bid packets. Meyer Paving and Evans & Sons were the only bids. He is recommending the lower bid from Evans & Sons Blacktop in the amount of $119,789.25. This will be for the Old Mill parking lot and repaving of the tennis courts. The tennis courts will be completed for the summer programs. Commissioner Schulz suggested the start date for the tennis courts be posted on Facebook. Supt. of Recreation Desch noted it would be Facebook and also Constant Contact.

**Motion**

Commissioner Schulz moved to approve the bid from Evans & Sons Blacktop in the amount of $119,789.25. 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 5-0.

**Future Study Sessions** – Director Gibble wanted to confirm all the Board had the dates of April 17th and April 24th for the next study sessions at 6:00 pm.

**Petition and Public Comment – None**

**Adjournment**

**Motion**

The Board adjourned the Regular Session at 6:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye.Motion carried 5-0.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District