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

**Sycamore Park District**

**Tuesday, August 27, 2013**

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

The roll was called with Commissioners Graves, Kroeger, Tucker and Schulz 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:

Terri Gibble, 340 Rogers Way, Sycamore

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular Agenda 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 Graves moved to approve the June 30, 2013 Regular Meeting Minutes. 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.

**Motion**

Commissioner Tucker moved to approve the July 16, 2013, August 6, 2013, August 13, 2013, and August 20, 2013 Special Meeting Minutes. 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.

**Motion**

Commissioner Tucker moved to approve the August 13, 2013 & August 20, 2013 Executive Session Minutes to remain confidential. 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.

**Petition and Public Comment – None**

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**Claims and Accounts Approval**

**Motion**

 Commissioner Graves moved to approve and pay the bills in the amount of $173,117.69. 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.

**Correspondence-**

* Old Mill Letter
* DeKalb County Community Foundation
* Gwen Gates – Thank you for the Scholarship
* Clubhouse Rental Questionnaire – Anthony Guzzaldo & Family

Commissioner Schulz asked Supt. of Finance Hienbuecher to follow up with the Guzzaldo family.

**Positive Feedback/Reports**

* Commissioner Tucker noted she is impressed with the budgets and staff working hard. Also noted the Charity ticket program is phenomenal.
* Commissioner Graves thanked everyone to going to the meeting and appreciates the efforts.
* Commissioner Kroeger thanked Director Gibble for putting together the power point – very professional.’
* Commissioner Schulz echoed the same on the power point. She also commented on the District getting the rating improved to an A status.

**Department Presentations: Supt. of Parks & Facilities Jeff Donahoe** - Supt. Donahoe gave an updated presentation on Pond Management and everything the District is working on at the different ponds. He noted it is the time of year where there is more algae on the ponds. He went over when the ponds have been treated and when there will be future treatments. He also went over the process at some of the ponds that Encap is working on. This 3 year process was explained at the residents meetings, but some residents are still not happy with it. They would like immediate results. Commissioner Schulz suggested getting the information on this out to the papers and on website and Facebook. Director Gibble noted that a direct mailing was done to all residents around the ponds.

**Old Business –**

**Discussion and Report Back from Presentations to CWSPT/CAC** – Commissioner Schulz noted she felt they both went well. Commissioner Kroeger felt there was more positive feedback from the Thursday meeting and more mixed feedback from the Monday meeting. Director

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**Discussion and Report Back from Presentations to CWSPT/CAC – cont’d -**

Gibble is hoping to get more feedback from the survey he sent out to everyone. Commissioner Schulz noted they need to have answers on the gym questions and do our homework on the gym spaces out there. Director Gibble noted we need to convey the message that we have access to some of the gym space, but not at prime time or when we need it. Supt. of Finance Hienbuecher noted there is a need for a more consistent message, so suggested a prerecorded presentation. Also having a frequently asked question flyer might be helpful. Director Gibble noted he is already starting a FAQ list. Supt. of Finance Hienbuecher also suggested using dollar amounts and not percentages which is easier for people to understand.

**Future Study Sessions** – Director Gibble discussed the timeline for the Vision 2020. He wants to make sure the Board is comfortable with October and November for public hearings. He will send out a meeting wizard for future study session meetings.

**Minor Changes to Personnel Policy**  - Director Gibble noted that last month the Board approved the entire version of the personnel policy. There are a few sections with minor changes that he went over with the Board. He noted once approved he will print and distribute.

**Motion**

Commissioner Kroeger moved to approve the changes to the Personnel Policy as presented. 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.

**New Business**

**Discussion on Survey** – Director Gibble noted that in the CWSPT process it came up to possibly test the vision. He and Commissioner Schulz met with someone to chair the Friends Committee and that person feels we should test the community before the Friends group starts to go to the community. Director Gibble contacted Ron Vine on a possible survey to get details on it. He would use the sell package to develop questions to test the community.

**Motion**

Commissioner Tucker moved to approve spending up to $11,000 to conduct the survey. 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.

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**Park Data and Records Project** – Terri Gibble went over the information that was provided to the Board on Park District records. She noted the District had a lot of information, just not all in one location. Now all the Parks are in one file and all the information and history on our parks. She also gathered all the annexation agreements and are all together now.

**Outline of Vision 2020 –** Director Gibble wanted the Board to look over the outline he has for the strategic plan and let him know if any changes should be made. He will now include the sellable package the Board has come with and then he will bring a final version draft to the September meeting. The Board reached a consensus on the outline at this time.

**Plans for Contract Cleaning** – Supt. of Recreation Desch noted staff was asked to put together a list of cleaning for their buildings since each facility has been in charge of their own cleaning. He collected all the information and contacted cleaning agencies which he received quotes from. This will give the District a consistent level of cleaning, timely cleaning and result in savings on cleaning supplies. He is recommended that we try this through December 31st. At that time staff can evaluate the process. Commissioner Graves question the need of the services and recalled jobs he has held which required him to clean and serve at a front desk. Director Gibble agreed this would be tested and test the frequency to better bid for the future. Commissioner Schulz asked if we could get out of the contract if not happy with the services. Supt. of Recreation Desch noted we had to give 30 days notice.

**Motion**

Commissioner Tucker moved to approve Sparkle Janitorial Service for the remainder of FY2013 for $7725.00. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. Commissioners Graves, Kroeger, and Tucker voted Aye.Commissioner Schulz voted Nay.Motion carried 3-1. Commissioner Strack was absent.

**Approval of Purchase of Excavator –** Supt. of Parks & Facilities Donahoe noted this has been on the capital list for years The cost of $32,000 is in the budget. He is able to get this through the Purchasing Program so it saves the District money.

**Motion**

Commissioner Graves moved to approve the purchase of the Excavator for $32,265.48. 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.

**Public Input - None**

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**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:54 pm on a motion made by Commissioner Tucker for the reason listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

#5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 7:58 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, and Tucker present along with Director Gibble and Recording Secretary Freeman. Commissioner Strack was absent.

**Motion**

The Board adjourned the Executive Session at 8:20 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. 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. Commissioner Strack was absent.

**Motion**

The Board adjourned the Regular Session at 8:20 p.m. 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. Commissioner Strack was absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District