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

**Sycamore Park District**

**Tuesday, September 25, 2012**

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

The roll was called with Commissioners Owens, Schulz, Tucker and Strack present. Commissioner Graves arrived at 6:15 pm. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Greg Martin – CAC

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda amending the Consent Agenda by adding to New Business Discussion on Donations. 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 Graves was absent at this time.

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the August 28, 2012 Regular Meeting Minutes and August 3, 2012, August 28, 2012, and August 30, 2012 Study Session Minutes. 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 Graves was absent at this time.

**Motion**

Commissioner Tucker moved to approve the August 28, 2012 Executive Session Minutes with the Executive Session Minutes remaining 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 Graves was absent at this time

**Petition and Public Comment -** None

**Claims and Accounts Approval**

**Motion**

 Commissioner Schulz moved to approve and pay the bills in the amount of 80,981.98. 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 Graves was absent at this time.

**Correspondence** – None

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**Positive Feedback/Reports**

* President Strack noted that Dick Richardson passed away. He was the Superintendent of Parks from 1968 to 1987.
* Commissioner Tucker is pleased with the feedback she received when she called people for the Community Team.
* Commissioner Schulz noted she heard the Merry Oaks meeting went very well.

**Department Presentations**

**Superintendent of Golf Operations Kirk Lundbeck –** Kirk gave a presentation on Golf Outings and what goes into the preparing for a golf outing. He meets with the planner of the outing and develops the rolls for them and himself. Two weeks prior to the outing, he figures what the numbers are. The week of the events, he requests a player list, events and special requests. He then prepares the T assignments. He prepares all of this ahead of time and the day of prepares the carts. During the outing he greets customers, interacts with them at Beat the Pro. After the outing, he processes the scores and does an exit interview if possible or necessary. He tries to present the contract for the following year for their outing. The residual effects from the outing are very big. In the spring he will put out the calendar for the outings. The commissioners were asking if the outings make money or do we break even on them. Director Gibble suggested Kirk pick two different types of outings, showing a break down on hours, etc. and bring to another Board meeting.

**Old Business –**

**Electricity Contract** – Director Gibble noted this would be to just formally adopt.

**Motion**

Commissioner Schulz made a motion to adopt the electricity contract. 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.

**ADA Transition Plan** – Director Gibble noted that since the initial approval things were reviewed and added. There was a public hearing on the 20th and there were different groups that reviewed that plan as well. He recommends approval with the changes. We are committing to the plan and will now get bid specifications and then will put out to bid. The Board will see the bids early next year.

**Motion**

Commissioner Tucker moved to approve the ADA Transition Plan with the recommended changes. 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 5-0.

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**Old Business –cont’d**

**Consideration of John Owens Resignation** -

**Motion**

Commissioner Schulz moved to accept John Owens resignation. 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 5-0.

At this time, President Strack presented John Owens with a plaque for recognition of his services. Director Gibble then presented him with a certificate for a season pass for golf for 2013.

**NEW BUSINESS**

**Review and Possible revision of fund reserve policy** – Superintendent of Finance Hienbuecher noted the original fund policy was passed back in October of 2009. A goal from the strategic plan process is that by end FY2014 the District will restore fund balances to the levels defined by the District fund balance policy. With this being a goal, felt it is good to look at the policy again. She has worked with the auditor on the terms from the updated GASB standards. She and Director Gibble reviewed the levels in the funds.

**Motion**

Commissioner Schulz moved to accept the revisions of the fund reserve policy. 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 5-0.

**Consideration of Easement for the City of Sycamore** – Director Gibble noted this is about and agreement with the City for repairs they are doing to streets. He asked the City for an easement agreement and counsel has reviewed.

**Motion**

Commissioner Tucker moved to approve the easement with the City of Sycamore. 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 5-0.

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**NEW BUSINESS- cont’d** -

**Consideration of Appointment to fill the position vacated by John Owens** – Director Gibble noted this was on the agenda in case any action would take place. He will continue to put on the agenda until filled. The Board can also go into Executive Session. There was a consensus on the Board to discuss in Executive Session.

**Appointment of Community Wide Team for Strategic Plan** – Director Gibble noted this was on the agenda for any discussion needed. He is waiting to hear from KSRA for a representative.

He will also make contact with the team by meeting wizard.

**Motion**

Commissioner Schulz moved to approve the 20 names secured, so far, for the Community Wide Team, subject to final appointment of a Special Recreation person. 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 5-0.

**Consideration of acceptance of a live band for a pavilion rental** – Director Gibble noted that things like this have been brought to the Board in the past.

**Motion**

Commissioner Schulz moved to approve the live band at the pavilion rental. 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 5-0.

**Announcement of April 9, 2013 Commissioner Election** – The notice has been posted on the website and a press release will also go out. There are 3 positions for the election – 2 four year terms and 1 two year term to finish out John Owens term. A petition can only be picked up for one or the other – not both the four year and two year terms. The packets are available and the filing dates are December 17th to December 24th.

**Donations to the Park District** – President Strack noted at one of the homeowners association meetings there was talk of the association putting money forth. He was wondering if the District could match the funds. Commissioner Tucker noted any offer should be not extended without prior approval by the Board. Just tell the groups that it would be brought to the Board for discussion. Commissioner Schulz noted the groups could also come to the Board meetings. If we offer to one group it would have to be offered to all. She noted that the District needs to treat all groups fairly. Commissioner Tucker noted we can take their donations without the District matching.

At this time the Board went to Executive Session.

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**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:55 p.m. on a

motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Schulz.

**Roll Call**

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

#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.

#3 The selection of a person to full a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

#11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board convened to Executive Session at 6:57 p.m. The roll was called with Commissioners Graves, Owens, Schulz, Tucker and Strack present along with Director Gibble 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 Tucker. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

 present voted Aye. Motion carried 5-0.

**Presentation by Dave Phillips of Speer Financial** – Director Gibble noted that he wanted Dave Phillips to talk to the Board on EAV’s, Levy’s, funds, etc. Dave Phillips then gave a presentation on bonds that are issued each year. After the presentation Director Gibble noted the public hearing will be held on October 9th at the Special Study Session meeting. The awarding of the bonds will be done at the October 23rd Board meeting.

At this time the Board discussed changing the Board meeting date to make sure a quorum at the meeting. The Board came to a consensus to move the Regular Board Meeting on October 24th at 6:00 pm.

**Petition and Public Comment** –None

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**Adjournment**

**Motion**

The Board adjourned the Regular Session at 8:22 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**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