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

**Sycamore Park District**

**Tuesday, November 27, 2012**

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

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present. 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

Christine Severson, 1926 Parkside Dr., Sycamore

Brian Oster, 2205 Bethany Rd.

Zuri Breceda, 710 Regent Dr., DeKalb

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Schulz moved to approve the Regular and Consent Agenda. 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.

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the October 23, 2012 Regular Meeting 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 5-0.

**Motion**

Commissioner Tucker moved to approve the November 13, 2013 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 5-0.

**Motion**

Commissioner Schulz moved to approve the October 23, 2012 Executive Session Minutes with the Executive Session Minutes remaining confidential. 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.

**Petition and Public Comment -** None

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**Claims and Accounts Approval**

**Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of $538,588.76. 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 5-0.

**Correspondence** – None

**Positive Feedback/Reports**

* Commissioner Tucker noted she was impressed with the Board Packet being on time with the short week. She also noted she is hearing the Parks look nice and commends staff.
* Director Gibble noted he approached Kevin Poorten at Kishwaukee Community Hospital about the “Prescription for Fun” program.. Starting January 1 of the new year, there will be 1000 onsies given out to newborns along with a prescription for a discount for a future Sycamore Park District program.

**Department Presentations**

**Superintendent of Recreation Desch –** Bart Desch noted that last spring there was new leadership at the Park District and the youth groups. There has been confusion on both sides regarding processes, keys, lights and other issues. Director Gibble asked Bart to come up with something to help with this. He checked with different Park Districts on their agreements with groups. He then contacted the groups to see what they also would like to see in the agreement. He gave the Board a version of the agreement. The baseball, softball and AYSO groups have seen the draft version, but have not seen the final version yet. All of the groups have been positive about the agreement. He gave the Board the first Memorandum of Understanding with Sycamore Baseball. Director Gibble noted that some specific information will be tailored to each organization. These MOU’s will be reviewed periodically and will be a yearly agreement. The Board would like these MOU’s to be renewed and signed each year. Director Gibble noted that Supt. of Parks & Facilities Donahoe and Supt. of Recreation Desch meet with the groups twice a year to go over things. Commissioner Schulz asked for the agreements to be on the website. Supt. of Recreation Desch noted he will check with the other Park Districts to see if they post. Director Gibble noted they would ask the groups if they are comfortable with the posting of the agreements.

**Old Business –**

**Review and Adoption of Sign/Bathroom Template**

Director Gibble noted this is all required by the Department of Justice and Americans with Disability Act. This is part of the transition plan also.

**Motion**

Commissioner Tucker made a motion to adopt the ADA Transition Plan Standard Sign and Bathroom Template. Commissioner Kroeger seconded the Motion.

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**Voice Vote**

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

**Final Public Input on Short-Term Plan** – President Strack noted the Short Term plan was shared with the public. This is the last opportunity to comment on the plan. Director Gibble noted he will take any final comments and bring back to the Board for final approval in December.

**Review of Ordinance on Conduct –** Director Gibble noted that each Superintendent has reviewed. There have been revisions since the first draft the Board saw. He would like the Board to review again and email any final comments to him. He will then bring back to the Board for final approval in December. He also noted the Police Department cannot enforce our rules without this ordinance.

**Update on Work at WPA Main Shelter** – Supt. of Parks & Facilities Donahoe noted the work is getting done, but slowly. The volunteers have been very busy in their own jobs. He wants to get the electrical part done first and this has been signed off from the City. The materials are ordered and when the volunteers have time they will work on it. Then the plumbers will do their part. The doors will have to be ADA compliant. We have lost the plumbing volunteers – they do not have the time. He is getting some estimates on the plumbing now. He is trying to have it done by spring.

**New Business**

**Surplus Equipment Ordinance #09-2012** – President Strack noted that Director Gibble is recommending the Board approve the sale of the items. Director Gibble noted this ordinance is for additional items that were already authorized. Bids are being accepted for the golf course surplus inventory. There will also be an inventory control process introduced for 2013. This will help manage incoming inventory and use the POS system to its fullest extent. There are also Liners items, old tables and chairs from the Clubhouse, along with a few pieces of fitness equipment on the list to sell.

**Motion**

Commissioner Schulz moved to approve Ordinance 09-2012 to authorization to conduct the public sale. 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.

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**Review Status of Kishwaukee Special Recreation Association –** President Strack introduced retiring Director of KSRA Suzie Zeeh and presented her with a plague for her service. Director Zeeh noted they had a great season this year even with the challenging weather. She suggested that we put in the outside agreements that the groups follow the ADA compliance. She feels full inclusion is growing.

**Staff Recommendation on Pond/Natural Area Restoration -** Director Gibble feels the District has a good grasp on what it will take to deal with the majority of the ponds. There are five ponds in more recent sub divisions they are looking at first. Trying to address short term issues, manage the nutrients flowing from the lawns and the geese challenges are what is most important. He gave pictures to the Board of what the progress would look like if the Board approved the initiative. This process would help with the soil erosion and the geese issue. A low cost and beautiful way to address this is introducing native species to the shore lines. This would also eliminate five acres of mowing which saves about $30,000 a year in fuel, labor and wear/tear on equipment. He is suggesting working into the Capital Budget enough funds to address all but two ponds. We would start with the smaller ponds that have less shore damage before the damage gets worse. Director Gibble would like a consensus from the Board on this approach. The amount would be $95,000 for the five ponds and Lake Sycamore. We would then come back in 2014 with more concrete plans for the other two ponds. This would give the District time to looks for grants for the more significant pond costs apparent in the two remaing sites. President Strack is concerned the homeowners near the other ponds not being done will have issues with this. Director Gibble noted the way these other ponds have deteriorated more quickly than the other will cause the solution to be twice as much as the five others ponds together. It will be approximately $300,000 for all the ponds and 2/3 of that would be on the one pond in Emil Cassier Park. He would like to save the other five ponds before they get much worse and the cost goes up further. He and Ted will meet again with the homeowners in Merry Oaks. Commissioner Schulz suggested letting them know the District is doing the best we can with the money we have. Let them know also their pond will be in the next year and keep the lines of communication open. Director Gibble noted the homeowners association in Merry Oaks had estimates done, so they know the amounts for the project.

**Appointment of CAC Members and Chair** – Director Gibble noted that Mary Jo McAdams resigned from the CAC and Margaret Bassett agreed to fill the remainder of her term. There are three terms up for renewal and they have all agreed to another term – Dave Yanke, Craig Mathey, and Rose Treml. Scott Buzzard has agreed to Chair the CAC. He recommends approval.

**Motion**

Commissioner Schulz moved to approve the CAC members and Chair. 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 5-0. Commissioner

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**First Review of FY2013 Operating Budget** – There was discussion on the Operating Budget. Director Gibble noted this is the first review and the final version will be brought to the Board at the December meeting. Once this budget is approved, Director Gibble will bring back to the Board the pay down and reserve building schedule for the golf course and the corporate/recreation funds. The full impact of the cuts made in FY2012 will be seen in FY2013. Supt. of Parks & Facilities Donahoe and Supt. of Golf Operations Lundbeck put a lot of work into cutting their budget, along with the Recreation staff on the pool budget. Director Gibble wanted to give them credit on their efforts. This will be the first time in a long time the golf course will be showing a profit.

**First Review of FY2013 Capital Budget –** Supt. of Finance Hienbuecher noted this is the first review and would like feedback. It would then be presented at the December Board meeting for approval. Staff has made some adjustments from the original capital budget for FY2013. There was more discussion.

**Property Abatements** – Supt. of Finance Hienbuecher noted the District has received notice from the Sycamore City Manager Brian Gregory regarding filing a resolution for abatement for property tax for Spartan Motion Robotics. A resolution was filed in 2011 for this also. She confirmed with DeKalb County they have our original one on file. We do not need to file another resolution this year.

**Resolution Regarding Estimate of Levy –** Supt. of Finance Hienbuecher noted our attorneys recommend we file a resolution to make public record of what we deem necessary for our proposed levy for the upcoming year. The levy ordinance will be passed at our December Board meeting and has to be filed by the end of the year.

**Motion**

Commissioner Tucker moved to approve the Tax Levy. 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.

**Petition and Public Comment**

* Christian Severson – 1926 Parkside Drive. She lives in Parkside and thinks the pond is fine and beautiful. She is surprised there are issues with the pond. Director Gibble explained some of the issues.
* Margaret Bassett – 730 Cambridge Place. She is interested in establishing a prairie and noted that Mr. Pizzo is a local resource that the District could use.

At this time, Director Gibble handed out to the Board the revised cost for the paving projects that were done.

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**Adjournment**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:37 p.m. on a

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

**Voice Vote**

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.

The Board convened to Executive Session at 8:50 p.m. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gibble and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 9:46 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.

**Motion**

The Board adjourned the Regular Session at 9:46 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