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

**Sycamore Park District**

**Tuesday, December 18, 2012**

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

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

Greg Martin – CAC

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda. 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 4-0. Commissioner Schulz was absent.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the November 27, 2012 Regular Meeting Minutes. 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 4-0. Commissioner Schulz was absent.

**Motion**

Commissioner Graves moved to approve the November 27, 2012 Executive Session Minutes with the Executive Session Minutes remaining confidential. 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 Schulz was absent.

**Petition and Public Comment -** None

**Claims and Accounts Approval**

**Motion**

Commissioner Graves moved to approve and pay the bills in the amount of $164,334.11. Commissioner Kroeger 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 Schulz was absent.

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**Correspondence** –

* Voluntary Action Center
* DeKalb County Community Foundation
* Kristin Perez – Clubhouse Rental Questionnaire
* Lois Anderson, Sycamore Kiwanis – Clubhouse Rental Questionnaire
* Erika Young – Clubhouse Rental Questionnaire
* Mary E. Stevens Concert & Lecture Fund – NB & T

President Strack asked that Melissa Dobberstein be informed her hard work is appreciated.

He also noted that we received $500.00 donation towards our concerts.

**Positive Feedback/Reports**

* Commissioner Tucker noted she is hearing wonderful and positive things about the brochure.
* President Strack noted it was excellent decision in elevating the quality of the paper in the brochure.
* Commissioner Graves noted the Christmas Party was great and gave his thanks.
* President Strack gave accolades to staff in regards to the financials. All areas exceeded their budget and we are well on the way to getting the financial house in order.

**Department Presentations**

**Superintendent of Parks & Facilities Jeff Donahoe & Assistant Golf Course Superintendent Steve Tritt –**

Jeff wanted to present what changes have been made in the Golf Course maintenance operations and in both his and Steve’s job. Jeff noted he now has oversight of the course, plus the pool, Museum, sports complex and all the parks. He used to be able to help with the mowing and things as needed, but can no longer help out. He is still doing the ordering, scheduling, payroll and making the main operating decisions. Some things have been turned over to Steve. He and Steve meet every day to go over what needs to be done.

Steve noted he has taken over the responsibility of crew management and assigns the workers’ jobs daily. He is now also responsible for training staff, record keeping for the spraying, scouting for issues on the course, along with equipment problems and other duties.

Jeff noted since his and Steve’s job and responsibilities have increased, they had to increase the summer part time labor, but that was part of the revised budget that the Board had approved. He handed out to the Board information on the operation changes he has made, along with product and vendor changes. He has a small crew, so these changes should help to save time, money and wear on the equipment.

President Stack noted he has not seen any negative impacts in the course even though changes were made or cuts made. Commissioner Kroeger noted staff did a great job this summer with the draught and heat.

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**Old Business –**

**Adoption of Short-Term Plan**

President Strack noted this is the last time to review the Short Term Plan and will be formally adopted tonight. Director Gibble noted there were a few minor changes.

**Motion**

Commissioner Tucker made a motion to adopt the Short Term Plan as presented. Commissioner Kroeger 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 Schulz was absent.

**Adoption of Ordinance on Conduct**–

**Motion**

Commissioner Graves moved to adopt Ordinance 06-2012-An Ordinance Regulating Conduct in the Parks. 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 Schulz was absent.

**Adoption of Levy Ordinance –**

**Motion**

Commissioner Kroeger moved to adopt Ordinance 10-2012- Tax Levy Ordinance. 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 4-0. Commissioner Schulz was absent.

**Adoption of Capital Budget** –

**Motion**

Commissioner Tucker moved to adopt the Capital Budget as presented. Commissioner Kroeger 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 Schulz was absent.

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**Old Business –cont’d**

**Adoption of Operating Budget** –

**Motion**

Commissioner Tucker moved to adopt the Operating Budget as presented. 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 4-0. Commissioner Schulz was absent.

**Announcement of Change in Filing Dates for Commissioner** – Director Gibble wanted to let everyone know about the filing changes. The Government decided to make the last date to file December 26th at 5:00pm. Information was sent to the media and is on our website.

**New Business**

**Plans for Work at East Entry** – Superintendent of Parks & Facilities Donahoe noted they will be putting up pipe gates and posts with reflectors at the entrance. This should help the issues at this entrance. Director Gibble noted he would like to have a lighted sign with electronic message board in the future. He would like to use the old stone from the previous pillars to create this sign. The Board indicated this could be a good use of the stone and good for promotion.

**Review and Approval of Letter of Commitment for Audit** – President Strack noted that Superintendent of Finance Hienbuecher recommended the continued usage of Sikich.

**Motion**

Commissioner Graves moved to approve the Letter of Commitment with Sikich. Commissioner Kroeger 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 Schulz was absent.

**Review and Approval of Health Insurance Plan** – Superintendent of Finance Hienbuecher noted there was a slight increase of 5.47% overall due only to demographics.

**Motion**

Commissioner Kroeger moved to approve the Health Insurance Plan Increase. 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 Schulz was absent.

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**New Business- cont’d**

**Approval of Permit After Hours/Horse & Carriage in the Park** -

**Motion**

Commissioner Graves moved to approve the After Hours and the Horse & Carriage in the Park. 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 4-0. Commissioner Schulz was absent.

**Approval of Farm Lease for 2013** – President Strack noted they maintain the grounds very well. Director Gibble will send a letter with the lease thanking them for their care and letting them know there will be discussion on the fee for 2014.

**Motion**

Commissioner Kroeger moved to approve the Farm Lease for 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 4-0. Commissioner Schulz was absent.

**Approval of Meeting Dates of the Board for 2013** –

**Motion**

Commissioner Tucker moved to approve the Board Meeting Dates for 2013. 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 4-0. Commissioner Schulz was absent.

**Adoption of Dates for Meetings of CAC and CWSPT for 2013 –**

**Motion**

Commissioner Tucker moved to approve the CAC and CWSPT Meeting Dates for 2013. 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 4-0. Commissioner Schulz was absent.

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**New Business- cont’d**

**Study Topics for CAC: Goal 6, 10; Efficiency, Programming** – President Strack noted there were four suggestions made, but we can add to it. Director Gibble noted there is no consensus needed tonight. Commissioner Tucker suggested the Community Center evaluation be added. Superintendent of Recreation Desch noted he will be collecting the surveys on the Community Center visits and will share the findings with the CWSPT in January. Director Gibble asked for the Board to think about the topics and come back to the January Board meeting with their ideas and reach a consensus then.

**Approval to Expense Certain Items from Capital Fund** – President Strack noted there are some items that Superintendent of Finance Hienbuecher is suggesting be reclassified as Capital.

**Motion**

Commissioner Kroeger moved to approve moving the list of items to the Capital Fund. 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 4-0. Commissioner Schulz was absent.

**Petition and Public Comment - None**

At this time, Director Gibble handed out to the Board pictures where the power company has cut trees by our property. DeKalb Park District is receiving negative attention for work that has been done by the power company by their property. He wanted to make sure the Board is aware of what is going on with DeKalb Park District and the power company.

**Adjournment**

**Motion**

The Board adjourned the Regular Session at 6:55 p.m. on a motion made by Commissioner Tucker for. 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 4-0. Commissioner Schulz was absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District