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

**Sycamore Park District**

**Tuesday, January 21, 2014**

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

The roll was called with Commissioners Graves, Kroeger, and Strack present. Commissioners Schulz and Tucker were absent. Staff members present were Director Dan Gibble, Bart Desch, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Nick Gould – Sycamore Park District Intern

President Strack noted he would like to pull Supt. of Finance Hienbuecher report.

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Graves moved to approve the Regular Agenda and Consent Agenda pulling Supt. of Finance Hienbuecher report. 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. Commissioners Schulz and Tucker were absent.

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the December 17, 2013 Regular Meeting Minutes and January 8, 2014 Special 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. Commissioners Schulz and Tucker were absent.

**Motion**

Commissioner Kroeger moved to approve the December 3, 2013 and December 11, 2013 Executive Session Minutes to remain 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 3-0. Commissioners Schulz and Tucker were absent.

**Petition and Public Comment –**

Supt. of Recreation Desch introduced our intern Nick Gould. He noted he is from SIU and started last week. He will be doing a variety of subjects. He will also be helping with programs and special events.

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**Claims and Accounts Approval**

**Motion**

 Commissioner Graves moved to approve and pay the bills in the amount of $62,738.94. 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 3-0. Commissioners Schulz and Tucker were absent.

President Strack noted he pulled Supt. of Finance Hienbuecher report to ask about the Tech study. He would like to know the status of this. Supt. of Hienbuecher noted it was not on the agenda because it was not finalized. She noted that she and Director Gibble had a phone meeting with the company. They have asked for the language to be changed to make it more understandable. Director Gibble noted they also asked them to do more research on the phone solution and to give us the annual operating costs. President Strack had expressed his concern on the cost for what we are getting. Director Gibble noted he feels it will be under the estimate. There should be another version to look over in a week or so and we should have the final at the February board meeting.

**Correspondence-**

* Christmas Card – Senator Dave Syerson & Staff
* Christmas Card – IAPD
* Christmas Card – Swedberg & Assoc.
* Sycamore Chamber Annual Meeting
* Sycamore Food Pantry Thank You
* Daily Chronicle – FOIA Request for meeting dates
* IAPD
* NB & T – Mary E. Stevens Concert & Lecture Fund
* DeKalb County Economic Development Corporation
* St. Mary’s Auction
* U.S. Marine Corps Toys for Tots

**Positive Feedback/Reports**

* Commissioner Graves gave his thanks for the Christmas party and felt it was well planned.
* Commissioner Kroeger also felt it was a nice night.
* President Strack noted he is pleased about the financial results for 2013. An awesome job by everyone and in particular the Golf Course turning a profit.

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**Monthly Presentation – Supt. of Golf Operations – Assessing our Competition** - Supt. of Golf Operations Lundbeck handed out information to the Board on this. He noted he started last fall trying to identify our customers and where they play. He went over how he tracks this information and methods to get more players to Sycamore. He also went over the new things that are being done for 2014 which includes new signage, and new flags.

**Old Business**

**Update on Medical Insurance**– Supt. of Finance Hienbuecher noted that what was submitted for approval originally has changed. Once our group size was determined, they had to handle it differently. When they first came back after this, we were only going to be saving 1.2% compared to the BC/BS renewal. She noted they were able to get this down to only a 14% increase over last year’s rates. She did compare this to PDRMA and we would save a little, but things are somewhat different in the coverages so it is difficult to compare exactly. In September she will start the process with PDRMA so we know the rates early for 2015. Director Gibble noted there is a difference of opinion on the definition of the group size. Depending on how you read the law, if we would have been considered a small group they could not have used our history to determine the rates. We will revisit who our provider is and consider all options. Supt. of Finance Hienbuecher noted we are going with Humana effective January 1st. Director Gibble noted we are still below the threshold set by the Board.

**CAC Members** – Director Gibble noted that CAC Chair Scott Buzzard is here. They just finished a third interview. They hope to have names for the Board to accept the recommendations.

**Second Draft of Part-Time Personnel Manual**  - Director Gibble noted that the Board had received a first draft of this before. The only change suggested is the one item that is in the board packet. They have received a letter from an employee with concerns on the change. He had given the board a chart with what is current, what the change is and also what full time employees receive. He is willing to accept what the Board would like to do on this. He noted there has been some discussion with staff regarding this change. Some superintendents have concerns about the change. There have been suggestions made on how to deal with this. President Strack asked to have it defined what part time means. Director Gibble noted that individuals who work more than 1000 hours per year have to become IMRF. President Strack noted he is concerned with part time employees who work a lot of hours getting the same benefit as ones that only work a few hours. It was decided this would be tabled for more discussion with staff to come up with something.

**Second Draft Equipment Replacement Schedules**– President Strack noted he loved the report and understands it is not complete yet. Director Gibble noted that maintenance and golf is on the list, but he has asked Supt. of Finance Hienbuecher and Supt. of Recreation Desch to get theirs to him by the end of the month and will then be added. The next step will be putting the capital items on the list and when things will need to be replaced. This tool will continue to become more usable.

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**Update on POS and inventory for Pro Shop** – Supt of Finance Hienbuecher noted there was a yearend pro shop inventory. There were some discrepancies found between the on hand count and the EZ Links system inventory list. Some are system errors and had EZ Links looking at these. It is still very close between the general ledger to actual inventory count. In 15 years it has never been this close and it is less than $1000.00 between the general ledger and inventory. President Strack asked if there is an industry threshold. Supt. of Golf Operations Lundbeck noted it is usually 3-5% leakage. Supt. of Finance Hienbuecher noted we are well under that.

**New Business**

**First Review of Tree Replacement Schedule** – Supt. of Parks Donahoe noted this is to let the Board know the tree replacement schedule and why some are being replaced. Some of this is based on safety issues or where the trees are. The plan now is to start planting in the spring or fall depending on the species. He is doing a lot of research on northern Illinois trees and what others are planting for the area. He will be working on a list of which ones they are planning on taking down in the next couple of years. Director Gibble noted that a lot of parks are moving to inventorying their trees and then bidding the work out to landscape firms. Supt. of Golf Operations Lundbeck suggested letting people know about this and people possibly will donate trees.

**Update on Ice Skating Information** – Supt. of Parks Donahoe noted a possibly ice rink had been talked about at the last meeting. He has put information also in his staff recommendation. He noted he talked to staff that have dealt with past attempts at ice rinks. There have been historic constraints, but could be possibly considered for the future. Director Gibble also noted he has had a conversation with Brian Gregory about a downtown location. Brian’s only suggestion was the courthouse lawn. There really isn’t a place downtown for an ice rink. Supt. of Parks Donahoe talked to Larry Miller and he had mentioned that an ice rink might work at certain parks, but the neighborhoods do not like it. Director Gibble noted there are other issues besides putting down the ice. Parking has to be considered. Supt. of Parks Donahoe noted there is also safety or liability issues. It was also a strain on staff with constant daily work. During the winter is when we have the smallest number of staff and they are busy with other things. Director Gibble noted he is going to meet with Brian Gregory again about a possible TIF district area. He noted it has potential, but not sure we are in a position to move on this now.

**Authorize Treasurer to Transfer Funds** – Supt. of Finance Hienbuecher noted she is still working on the final numbers for the audit. She wanted to give the Board an idea of what we are proposing for transfers. They are looking at transferring $160,000 to the golf course to help pay down the outstanding debt. Director Gibble noted 2013 was the first year the golf course has been in the black. There will also be $10,000 put to the pool deficit and $10,000 to paving and lighting. When she gets the final numbers, she will bring the exact figures to the Board for ratification.

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**Review of Pay down/Fund Balance Schedule**  - Supt. of Finance Hienbuecher went over the spreadsheets which included the original one given to the Board at the beginning of the year. There also was the revised one that was given to the Board in October. The final one is based on

the audited financial statements. There were a few changes, so they wanted to present to the Board what the revisions were. Director Gibble noted the final done column is great. This means the debt has been paid down and hit the reserve in the reserve policy. The Golf Course deficit will be paid off and by the end of 2015 should be a $15,000 to $20,000 reserve.

**Renewal of MOU’s** – Supt. of Recreation Desch noted he has been meeting with the sports groups and will continue to meet with the remaining groups. This was the first year of MOU’s with the sports groups. Meeting with them is a way of evaluating the MOU’s. He had given the Board some of the suggestions of a few groups. Overall the groups were all pretty happy with how things went and very complimentary of Jeff and the guys. They were pleased with the amount of communication that went on throughout the year. One of the suggestions was a facility supervisor for busier times to help group’s direct people. The other one was about practice time on the fields before the season starts. Director Gibble noted the MOU’s actually gives all a basis on which to talk about things or have conversations. It forces the groups to think about the implications of their wishes. We have to think about the impact of all our decisions on our operating costs. We will probably be moving toward being more specific in the MOU’s on what group gets what field and when. Commissioner Graves noted he likes the idea of the facility supervisor. Director Gibble noted if the group wants to pay for it, we can provide staff. There is a cost implication to providing more services.

**Tax Abatement of Alternate Bonds** - Supt. of Finance Hienbuecher noted this is for annual housekeeping and a way to communicate to the County that we are not levying taxes to pay for this debt. We also have to file the ordinance so the County can record it.

**Motion**

Commissioner Graves moved to approve Ordinance 01-2014. 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 3-0. Commissioner Schulz and Tucker were absent.

**Revisions in Full-Time Personnel Policy** –

**Motion**

Commissioner Kroeger moved to approve the Full Time Personnel Manual. 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.

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**Bi-Annual Review of Executive Session Minutes** – Director Gibble noted he recommends to release all but one set of minutes for the listed year.

**Motion**

Commissioner Kroeger moved to release all Executive Session minutes from 2009 except January 27, 2009 and staff is authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session minutes were approved more than 18 months ago. 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.

**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:24 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

President Strack called for a roll call vote to approve the motion. All commissioners present voted Aye.Motion carried 3-0. Commissioner Schulz and Tucker were 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 7:26 pm. The roll was called with Commissioners Kroeger, and Strack present along with Director Gibble, Supt. of Finance Hienbuecher and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 7:45 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. 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 3-0. Commissioner Schulz and Tucker were absent.

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**Motion**

The Board adjourned the Regular Session at 7:46 p.m. on a motion made by Commissioner Kroeger. 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 3-0. Commissioner Schulz and Tucker were absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District