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

**Sycamore Park District**

**Tuesday, March 25, 2014**

President Strack called the meeting to order at 6:01 p.m.

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

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Jen Melnick, Sycamore

Debbie Behrends, Daily Chronicle

Al Jackan, Sycamore

Barbara Jackan, Sycamore

Julie Follman, Sycamore

Carol Follman, Sycamore

Daniel Follman, Sycamore

Danny Follman, Sycamore

**Public Hearing on FY 2014 Budget & Appropriation Ordinance 04-2014**

President Strack opened the Hearing, and asked if there were any comment and input from the Public, Staff or Board. There was none.

Director Gibble noted the ordinance has been posted for 30 days and available to the public.

**Motion**

Commissioner Schulz moved to close the Public Hearing on FY2014 Budget & Appropriation Ordinance 04-2014. 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 4-0. Commissioner Graves was absent.

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular Agenda 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 4-0. Commissioner Graves was absent.

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the February 25, 2014 Regular Meeting Minutes, February 4, 2014, and February 19,2014, February 4, 2014 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 4-0. Commissioner Graves was absent.

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**Petition and Public Comment –** None

**Claims and Accounts Approval**

**Motion**

 Commissioner Schulz moved to approve and pay the bills in the amount of $139,033.88. 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 Graves was absent.

**Correspondence-**

* City of Sycamore Fire Department – Pete Polarek Thank You
* City of Sycamore Fire Department – Marc Doty Thank You
* SPD Letter to Robbie Melnick – Park Naming
* SPD Letter to Nathan Miller – Park Naming
* SPD Letter to Ella Follman – Park Naming
* SPD Letter to Mrs. Jane Ovitz – Park Naming
* Cinco de Mayo – Jesus Romero Request

Director Gibble noted that he received a phone call from Fire Chief Polarek regarding cooperation on a future matter and talked about the success of the water rescue training at the pond. Positive working relationships.

At this time Commissioner Schulz asked to move Agenda Items 67 & 69 before Positive Feedback Reports and Old Business.

**Motion**

Commissioner Schulz moved to amend the agenda and move Items 67 Park Naming and Item 69 Presentation of Park Naming Award Winners to before Positive Feedback/Reports and Old Business. 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.

**Park Naming** – President Strack noted that we have a new park and we are looking to approve the name of this park as Dr. John Ovitz Park.

**Motion**

Commissioner Tucker moved to approve Dr. John Ovitz Park as the name. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

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**Presentation of Park Naming Award Winners** – Supt. of Recreation Desch noted the Park District held a Park Naming contest at all the Sycamore schools. We received over 60 entries which were turned over to the CAC to narrow down to 5. He gave a special thanks to some of the teachers at some of the schools. They took a real interest in this and pressed in their classrooms. We offered a grand price of $1000 Savings Bond and two runners up prizes of $500 Savings Bond. After the CAC narrowed down the entries, the entries were given to our Board to choose the winners. Two of the winners were at the meeting: Grand Prize Winner Ella Follman for Dr. John Ovitz Park and Runner Up Winner Robbie Melnick for Lincoln Memorial Park. Runner Up Nathan Miller for Lincoln Park was not able to attend our board meeting. Supt. of Recreation Desch noted they have something to present to the winners and take pictures with everyone outside. At this time, they all went outside for the pictures. Upon returning to the meeting, Mrs. Jane Ovitz noted their family is so delighted. Her daughters were here earlier in the year and they took pictures at the park area. They feel this is a marvelous tribute and the family will be here in October for the dedication. Director Gibble noted there are a few dates for this. They would like to involve the Sycamore Creek Subdivision Homeowners Association in the planning of the park along with the Ovitz Family. Mrs. Jane Ovitz noted their family is interested in putting some trees in this summer at the park. She also mentioned that the park is at the corner of Heron Creek and Constitution. Her husband carried the Constitution around with him all the time.

**Positive Feedback/Reports**

* Commissioner Tucker noted another good month of good work.
* President Strack noted the sign at Carls Property is awesome.
* Director Gibble noted the firm that controls the algae in our ponds has offered free of charge to do a fish study in a few ponds. The population is improving, but we will continue the catch and release program for now.
* President Strack noted at the last Trailblazer meeting the parties were very engaged. He is encouraged by the number of groups that want to hear from us.
* Director Gibble gave kudos to Sarah and Bart on the newsletter.
* Commissioner Tucker thanked everyone for the cooperative effort between Sycamore and DeKalb Park Districts for the KSO concert.
* Commissioner Kroeger gave kudos to everyone that was part of the last board meeting with the property purchase.
* President Strack noted he has heard from parties positive things about the property.

**Monthly Presentation – Supt. of Finance Hienbuecher – Purchase Order System Finalized** - Supt. of Finance Hienbuecher noted we are preparing to go live with the purchase order system on April 1st. She gave the Board a handout with screen shots of the purchase order system. She went over each section of the purchase order system and the different authorization levels.

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**Old Business**

**FY 2014 Budget and Appropriation Ordinance 04-2014** –

**Motion**

Commissioner Schulz moved to approve the 2014 Budget and Appropriation Ordinance 04-2014. 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 4-0. Commissioner Graves was absent.

**Open Meetings Act Requirement for Training** - Director Gibble noted this is the annual reminder on the Open Meetings Act Requirement. The Vice President and President have annual training and will need to complete the training. The certificate needs to be filed with the Office Manager.

**Quarterly Review of Goal Progress** – Director Gibble noted this is the updates. He would like the Board to add their updates to the goal progress.

**Quarterly Capital Funds Update** – Supt. of Finance Hienbuecher noted this is just a quarterly capital funds update.

**New Business**

**First Review of Audit for FY2013** – President Strack noted this is a draft of the audit. Director Gibble noted that there will be an IMRF representative come to a meeting and speak to the Board. There were general questions regarding the audit and the management letter.

**Consider Community Center Lease** – Director Gibble noted we had three one year leases with predefined rates for each year. He is asking the Board for approval to give them 90 days notice to sign for another year. We then have one more year after that.

**Motion**

Commissioner Tucker moved to approve the Community Center lease for another year. 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 Graves was absent.

**Outstanding Check Policy** – Supt. of Finance Hienbuecher noted the need for an outstanding check policy was noted in the audit management letter. Since she is presenting a policy at this board meeting, the auditors should reflect this in an updated management letter. The policy states that if a check is outstanding for more than 6 months, we need to send notice to them. Once a year, we will review the checks and anything over 6 months will be written off to a liability account. Once a check has been outstanding for 7 years, we then have to notify the state.

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**Outstanding Check Policy- cont’d**

**Motion**

Commissioner Schulz moved to approve the Outstanding Check Policy. Commission 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 Graves was absent.

**First Review of Park Standards** – Director Gibble gave kudos to Supt. of Parks Donahoe – he picked up on this very quickly. This is the first step in an ongoing process. This will allow us to put a real cost to the level of maintenance at our parks. This is just the first draft and they welcome board comments and input. Supt. of Parks Donahoe noted last fall he gave the board the current practices just to maintain what we have. The next process is to determine what it will look like after the work is done. This will help explain to the community what it will look like after the work is done. This will be a tool to help to see what the cost is also. This is a long process and takes time.

**Approval of Engineering Services –** Director Gibble noted that as we move forward on the Vision 20/20 we will need to answer public questions. He is asking for approval for professional services to take steps to be able to answer some of those questions. He gave the proposals to the Board along with a recommendation to approve no more than $57,000 for engineering services with ERA.

**Motion**

Commissioner Tucker moved to approve no more than $57,000 for special engineering services. Commissioner Schulz 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.

**First Review of Capital Assets Replacement** – Director Gibble noted we are beginning the process of our capital asset assessments. He wanted the Board to see the initial structure of the report. He noted all major assets are listed. When we switched to PDRMA for our liability coverage they did a complete financial assessment which included a pictorial of assets. This will be a planning tool year to year to see what the potential costs are to just maintain what we have.

**Preparations for “Re-Introducing Our Endowment”** – Supt. of Recreation Desch noted our Endowment Fund has been lost over the years and the community has forgotten about it. There will be an event to reintroduce our Endowment Fund with the DeKalb County Community Foundation to the community again. An invitation will be sent out to all Chamber Members electronically and others will be invited by mail. Dan Templin will be speaking about our fund. We will also be talking about the future of the Park District. Director Gibble asked the Board to let Supt. of Recreation Desch know if there is someone they want invited to this event. He suggested inviting the Citizens Advisory Committee, the Community Wide Strategic Planning Team and the key contact list from previous meetings. There were a few suggested changes on the form that will be handed out at the event.

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**National Take a Walk in the Park Day** – Director Gibble noted that the National Take a Walk in the Park Day is this Saturday. The sign is now up and he asked the Board if they still want to hold the event. Need to talk about it in the timeline planning discussion and get information out to the public. The Board agreed we should go ahead with unveiling, but changed it to the day before (Saturday) National Take a Walk in the Park Day.

**Public Input – None**

Supt. of Golf Operations Lundbeck noted that he still needs sponsors for some holes for the next three years. He asked everyone to let him know if they know of anyone that might be interested in this.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:21 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

**Roll Call**

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

#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.

#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 7:28 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present along with Director Gibble, and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 7:41 p.m. and reconvened to Regular/Study 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 4-0. Commissioner Graves was absent.

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**Planning Timeline for Vision 20/20** – President Strack noted they need to put together a timeline. Commissioner Schulz suggested going from the November 4th election back. Things that were discussed were as follows:

Yard signs 30 days before and the permit acquired. Map out where the signs will be

 Placed.

Letter to the editor (factual letters) – 8 weeks prior or right after Labor Day. Possibly two a week.

In August a letter from the Board to groups and businesses to set up times to speak to

 them.

Also a letter from the entire Board to each School Board member, each council member

 explaining that our Board would like to speak to them.

Get School and City Council lined up for April or May to share the information with

 them and get their comments.

Need to get official approval from the Board to be able to talk about this in more detail

 with people. So possible April, May, or June Board meeting for ballot approval.

June or July going to organizations.

Continue to have monthly Trailblazer meetings possibly through August.

Assign areas to the Trailblazer group that we need help with.

Develop a factual poster to promote Vision 20/20.

Newsletters with the 7 items split between a few of them.

Convert power point presentation to boards with positive pictures and images to use at

 presentations.

Do a video presentation and put on the trailblazer website.

Commissioner Schulz will type up the timeline calendar and send out to all.

Director Gibble started discussion on the Take a Walk in the Park Day to announce the property purchase. The Board asked for the sign to be covered for now. He will draft a press release and send to the Board for comment. Commissioner Kroeger suggested having the five board members with Dan for a picture on the property and have the paper there. It was decided to have the sign unveiled on Saturday 3-29 at 3:00 pm.

Director Gibble added the Chamber to the list the Board needs to talk to.

**Motion**

The Board adjourned the Regular/Study Session at 8:41 p.m. on a motion made by Commissioner Schulz. 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 Graves was absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District