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

**Sycamore Park District**

**Tuesday, April 23, 2013**

Vice President Schulz called the meeting to order at 6:06 p.m.

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

Fred Lantz, Sikich

Scott Buzzard - CAC

Don Irving, 1214 University Dr., DeKalb – DeKalb Park District Board

Phil Young, 631 Bayfield Dr., DeKalb – DeKalb Park District Board

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda. Commissioner Graves seconded the Motion.

  **Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the March 26, 2013 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Kroeger moved to approve the March 12, 2013 Special Meeting Minutes. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment –**

Don Irving – DeKalb Park District – He wanted to let the Sycamore Park District Board know that once the new Board is sworn in they would like to get together and discuss the possibility of a joint pool along and possibly include Cortland. He noted that Phil Young of the Board has come with him. He noted he had also called President Strack to talk about this. He just found out that the DeKalb Park District had contacted Sycamore about a joint pool at some time. Director Gibble noted that Sycamore had actually contacted DeKalb on this. Don Irving noted their door is open and would like to have a joint meeting regarding a joint pool. Vice President Schulz noted the Board would look forward to talking once the Boards are confirmed. Phil Young noted he would like to see potential intergovernmental agreements work to put

Minutes of the Regular Meeting of the Board of Commissioners

Sycamore Park District

Tuesday April 23, 2013

**P 2**

**Petition and Public Comment –cont’d**

resources together. He would like to see both Boards meet to discuss this. Again, Vice President Schulz thanked them both for coming.

**Claims and Accounts Approval**

**Motion**

 Commissioner Tucker moved to approve and pay the bills in the amount of $118,085.84. Commissioner Graves seconded the Motion.  **Roll Call**

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

**Correspondence-**

* DeKalb County Economic Development Corporation
* Sharon Emanuelson
* Jill Tritt – DeKalb Leadership Academy
* Kishwaukee College – Peter Leuzinger
* Dekalb County Health Department
* Kishwaukee Symphony Orchestra
* C & L Properties – Lisa Kijowski
* IAPD – Peter Murphy
* Family Service Agency – Diana King

**Positive Feedback/Reports**

* Commissioner Tucker noted the flood cleanup was wonderful. The worst flood she recalls. Supt. of Parks Donahoe noted it went down fast and no silt left so cleanup was easier.
* Commissioner Tucker noted she has heard very favorable comments on the Clubhouse and Pro shop redecorations after the Chamber After Hours.
* Commissioner Schulz noted the Chamber After Hours was great – the food was great and a great turnout.
* Commissioner Graves noted that Dick Garvey mentioned to him that the course was fabulous – kudos to staff for the job done after the flood. He also noted that John Ward told him he was elated the parking lot is going in at Old Mill Park.
* Commissioner Kroeger noted the newsletter that came out was very nice, very professionally done. He feels the community appreciates it.

**Department Presentations**

**Superintendent of Parks & Facilities Jeff Donahoe** – Director Gibble noted that part of the short term plan is to set basic standards for care of parks/facilities, along with life cycles of our equipment. Supt. of Parks Donahoe noted the goal/objective is to be better organized now that

Minutes of the Regular Meeting of the Board of Commissioners

Sycamore Park District

Tuesday April 23, 2013

**P 3**

**Department Presentations**

**Superintendent of Parks & Facilities Jeff Donahoe-cont’d** - he is overseeing all three departments. This includes Golf, Parks, Sports Complex, Pool, and the Museum. He has found they were lacking documents on how things are done. The first part was to inventory what they are doing currently and what we now have. He is going to be working on this for some time – since it takes time. Director Gibble noted that they talked about what it takes to get various tasks done and how much staff it takes also. Supt. of Parks Donahoe gave the Board a handout on the Parks, Golf, and Sports Complex. He went over the handout and what each section includes. He noted he sat down with staff and they went through everything that they mainly do as a general practice. The handout shows how they do things now. There are times that different things come up that might not be covered in the handout. Each step of this process will become more detailed and this is going to keep evolving. Commissioner Schulz noted these documents will give us backup when groups ask why their fees go up at times. Director Gibble noted these documents give you a sense of what it takes to do things that the citizens just expect. He also noted that Supt. of Parks Donahoe has adjusted very quickly to taking on all the departments.

**Old Business –**

**Annual Audit: Presentation and Acceptance of Audit.**

**Supt of Finance Hienbuecher –** She handed out the hard copy of the audit to the Board. She also noted there is a correction on the last page and she will send out the correction to the Board. She then turned it over to Fred Lantz from Sikich. He then gave an overview of the audit to the Board. He went over changes that may affect the District in the future.

**Motion**

Commissioner Tucker moved to accept the presentation of the FY2012 audit. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

**Update on Progress of CWSPT** – Commissioner Schulz noted they met last month. She feels there was great input and excitement among the groups. Director Gibble noted that all groups have a lot in common, but also some different perspectives.

**Consider Large Events –** Supt. of Recreation Desch gave an overview of the large events that will take place in the Park District. The Kishwaukee Hospital is having their company picnic out here again. Storm Days Softball Tournament will be in June, along with concerts during the summer. There will also be a Touch A Truck event and a fireworks event.

Minutes of the Regular Meeting of the Board of Commissioners

Sycamore Park District

Tuesday April 23, 2013

**P 4**

**Draft Review of Purchasing Policy** - Director Gibble noted some Board members suggested it was time to review the District purchasing policy and counsel also agreed on this. He provided the Board with a draft of the policy with a few changes. He is asking the Board to review and let him know of any questions, concerns, changes, etc. He will then bring back to the next meeting for Board approval. He is waiting for a response from counsel on the appropriate wording on multi-year contracts and will add this in the final version. He also went over the changes and additions made to the policy.

**New Business**

**Ratification of Transfer of Funds for Golf Course & Pool Deficits** – Supt. of Finance Hienbuecher noted the adjustments were made based on the schedule sent to the Board. The numbers are already in the audit, but the Board needs to ratify the numbers.

**Motion**

Commissioner Schulz moved to approve the transfer of funds for the Golf Course & Pool deficits. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Annual Review of Progress on ADA Transition Plan** – Director Gibble noted it is recommended there be a formal review on an annual basis of our progress. He gave the Board a copy of the transition plan in the Board packet. This included a summary of actions already taken this year. The District has retained PHN Architects for the ADA project and they have already toured the facilities. He noted the plumbing and carpentry will be done this year. The paving projects will be next year. Commissioner Kroeger asked if all the work will be bid out or if some will be done in house. Director Gibble noted that with the elimination of positions in the District, we do not have the manpower for these projects. So all of the work will be bid out. He also noted that there are some things that does not need to be done even though in the audit. He has requested a letter from the architects on these things stating they do not need to be done or they are within tolerance.

**Plan Park Tour** – Supt. of Parks Donahoe noted this is an opportunity for the Board and the CWSPT to go on the Park tour. It will be brought up to the CWSPT at their May 2nd meeting. He was asking for some suggested dates for the tour. The dates that the Board was in consensus on were May 30th and June 4th.

**Future Study Sessions**  - Director Gibble suggested having the study session before or after a regular Board meeting. There was consensus from the Board to have the next study session on the same day as the next board meeting on May 28th.

Minutes of the Regular Meeting of the Board of Commissioners

Sycamore Park District

Tuesday April 23, 2013

**P 5**

**Petition and Public Comment – None**

**Adjournment**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:37 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

Vice President Schulz called for a roll call vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0. Commissioner Strack was 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 7:38 pm. The roll was called with Commissioners Graves, Kroeger, Tucker and Schulz present along with Director Gibble, Supt. of Recreation Desch, and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 7:56 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 7:56 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District