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

**Sycamore Park District**

**Tuesday, May 28, 2013**

President Strack called the meeting to order at 6:13 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:

Kevin Hoffman – PDRMA

Scott Buzzard – CAC

Haley Fischer- Sycamore Park District Intern

Director Gibble administered the Oath of Office to Ted Strack, Michelle Schulz and Bill Kroeger.

**Regular and Consent Agenda Approval** – Director Gibble suggested that agenda item #293 be moved up in the agenda to the first item on the agenda.

**Motion**

Commissioner Schulz moved to approve the Regular Agenda as amended 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 5-0.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the April 23, 2013 Regular Meeting Minutes and April 24, 2013 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 5-0.

**Motion**

Commissioner Kroeger moved to approve the April 23, 2013 Executive Session 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.

**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 $159,226.04. 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 5-0.

**Correspondence-**

* Sycamore FFA
* Sycamore Pumpkin Festival Inc.
* Cornerstone Christian Academy
* Kelly Cardinallo – Shelter Request

Director Gibble noted that the Board never adopted the policy to allow Director Gibble to approve requests like from Kelly Cardinallo. President Strack asked the updated policy be brought to the Board at the next meeting.

**Motion**

 Commissioner Schulz moved to allow Director Gibble to approve requests. 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.

**Sycamore Park District Annual Board Meeting and Election of Officers**

President Strack turned the meeting over to Director Gibble. Director Gibble opened the floor for nominations for President.

**Office: Nominee: Nominated by: Seconded by: Vote:**

**President Ted Strack Michelle Schulz Daryl Graves (5) Ayes**

Director Gibble closed the floor for nominations for President. He then turned the meeting over to President Strack.

President Strack opened the floor for nominations for Vice President.

**Office: Nominee: Nominated by: Seconded by: Vote:**

**Vice Pres. Michelle Schulz Daryl Graves Bill Kroeger (5) Ayes**

President Strack closed the floor for nominations for Vice President.

President Strack opened the floor for nominations for Treasurer.

**Office: Nominee: Nominated by: Seconded by: Vote:**

**Treasurer Ann Tucker Ted Strack Michelle Schulz (5) Ayes**

President Strack closed the floor for nominations for Treasurer.

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**Sycamore Park District Annual Board Meeting and Election of Officers-cont’d**

Secretary: Daniel Gibble

Recording Secretary: Jeanette Freeman

Legal Services: Ancel Blink

Audit Services: Left open at this time

**Motion**

Commissioner Schulz made a motion to approve as indicated/recommended. The motion was seconded by Commissioner Graves. Motion Carried 5-0.

**Voice Vote**

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

Commissioner Kroeger made a motion to appoint the parties as indicated/recommended for the remaining positions. The motion was seconded by Commissioner Tucker. Motion Carried 5-0.

IAPD Legislative Contact: Commissioner Tucker was chosen for this position.

Board Member Delegate to State Conference: Commissioner Kroeger was chosen for this position.

FOIA Officers: Daniel Gibble, Kirk Lundbeck – will remain as indicated/recommended.

Open Meetings Act Official: Board President and Vice President – will remain as indicated/recommended.

ADA Coordinator: Bart Desch, Kirk Lundbeck – will remain as indicated/recommended.

Plan Commission Representative: Commissioner Schulz- will remain as indicated/recommended.

**Motion**

Commissioner Schulz made a motion to close the annual meeting. The motion was seconded by Commissioner Tucker. Motion Carried 5-0.

**Voice Vote**

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

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**Positive Feedback/Reports**

* Commissioner Tucker commented on how wonderful the course looks and that she was very pleased the Sycamore Pumpkin Festival selected the Park District.
* Commissioner Strack has heard great things on how the crew handled the flood and all floods. Feels positive meeting set with DeKalb.
* Commissioner Kroeger noted there was a Rugby Tournament and he recognized some of the coaches. The coaches let him know how nice the tournament was and how well set up. Old Mill parking lot looks great. He also commented that with how big the board packet was, it was very organized and easy to go through. Good job by all, great team effort.
* Commissioner Graves noted the safety improvements to the back stops is great.
* Supt. of Parks Donahoe has received good feedback on them.

**Department Presentations**

**Superintendent of Golf Operations Kirk Lundbeck** – Supt. of Lundbeck gave a presentation of the new golf website and handed out information. He went over how the website works. He has been trying to draw people from other areas by promoting in certain magazines, selling groupons, etc. With the groupons the golf course made more money in March this year than last year. He went over more information on the figures for the golf so far this year.

**Staff Recommendation on Moving Insurance to PDRMA** – Kevin Hoffman from PDRMA was at the meeting to answer any questions. Director Gibble noted there are three resolutions that Board needs to pass to switch our insurance. We are currently under four different carriers under IPARKS. After he and Supt. of Finance Hienbuecher reviewed everything, they felt it was time to change. Kevin Hoffman of PDRMA went over some of the benefits of going with PDRMA. Director Gibble is recommending the Board approve this, and noted the $20,000 savings as a result of this action, while improving coverage and service.

**Motion**

Commissioner Tucker moved to approve Director Gibble and Supt. of Finance notify our current insurance carriers of our intent to terminate with them. 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 5-0.

**Motion**

Commissioner Tucker moved to approve Resolution #02-2013 - A Resolution Acknowledging the Sycamore Park District’s Recognition and Dedication to the Loss Control and Risk Management Principles of the Park District Risk Management Agency (PDRMA). 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 5-0.

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**Staff Recommendation on Moving Insurance to PDRMA-cont’d**

**Motion**

 Commissioner Schulz moved to approve Resolution 03-2013 – Membership in PDRMA. 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 5-0.

**Motion**

 Commissioner Kroeger moved to approve Resolution #04-2013 – By-Laws of PDRMA. 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.

**Old Business –**

**Update on Progress of CWSPT –** President Strack noted that his group has had good discussions and the people are engaged and interested. Commissioner Schulz feels some people are frustrated with the process and fear they do not know what the end result is to be. After the last meeting though, she does feel better about the process. She is getting feedback that the Sycamore Park District was really hurt by the growth of the community. Director Gibble noted that you will never get everyone to be comfortable going through a process like this.

**Future Study Session –** Director Gibble noted he will send out a meeting request to plan for June, July and August to address the scenarios or recommendations from the CWSPT.

**Park Tour** – Supt. of Parks Donahoe noted the park tour will start at the pool at 5:15 pm. The tour is similar to the tour last year, but stops have been added which include the Pool, the Community Center, and the Sports Complex. He is hoping the group will see different things and the challenges that we face.

**Approval of Purchasing Policy** -

**Motion**

Commissioner Schulz moved to approve the purchasing policy. 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.

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**New Business**

**Consider Disposal of Surplus Equiment** –

**Motion**

Commissioner Graves moved to approve Ordinance 04-2013 The disposal of surplus equipment. 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.

**First Review of Image Plans for Sycamore Park District** – Director Gibble noted that as part of the Goals & Objectives and the SWAT analysis the District is forming guidelines on how to be more consistent with our image. Our Facebook page, our brochure and banners are becoming more consistent. He would like the Boards input on the suggested guidelines. He will then bring back to the Board a comprehensive image package for approval. The goal is to get the image guidelines in place and the budget set. Then the next year start changing things like the logo on the shirts if need, adding Park District to the Golf Course logo and shirts. President Strack likes the idea of the attire for employees being the same.

**Review of Future Grant Opportunities** – Director Gibble encouraged the Board to become familiar with the information he provided on the grants. There will be some discussion on these when the CWSPT scenarios are discussed.

**Draft of Personnel Policy** – Director Gibble noted this is the first review and not wanting adoption at this time. The Board can email any questions to him. He noted the last one adopted was in 2003, but there have been changes made to it since then. He would like to have this adopted by fall and out to the employees for signature. It was agreed to discuss at the June meeting and then go for July approval.

**Parameters for Board Negotiations** – President Strack wants the Board to be on the same page when engaging with the community and he would like direction. The pool discussion was one specific subject brought up. Commissioner Tucker noted she is surprised the DeKalb Park District is negotiating in the media. Commissioner Schulz noted she feels Sycamore should listen to DeKalb’s thoughts, but give no answers at this point. She feels it would be an informational gathering meeting. President Strack noted he would like to talk about joint ventures conceptually, not necessarily the pool. There was more discussion on how the discussions should go. Director Gibble noted that if we do proceed, ground rules need to be set on how to talk about it with them.

He would like to know what the Board is agreeing to on the subject of talking to the community. Commissioner Kroeger noted he feels the first conversations on the pool subject should be private and nothing in the media at this point.

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**Proposal for Youth Sports Supervision** – Director Gibble noted there was prior discussion about site supervision for affiliate groups using sports fields at a study session. Staff was directed to come back with a recommendation. Supt. of Recreation Desch and Supt. of Parks Donahoe have brought their recommendations. Supt. of Recreation Desch noted the girl’s softball group mentioned this when they met with them. Director Gibble had them come up with options to help with the line of communication with the groups. He and Supt. of Parks Donahoe have three options they have come up with. Option #1 is already being done by some groups. Girl’s softball have their board members in bright shirts at all of the games. Other groups have board members out there, but not in the shirts. Supt. of Recreation Desch noted some of the groups did not see a need for this. He and Supt. of Parks Donahoe are recommending Option #3. They would make sure all the groups know where the information is at that would be passed on to their users. They would also sit down with all the groups at the end of the season and evaluate it. Director Gibble noted that they will be doing a preseason and post season meeting with all of the groups. He feels they will be addressing some of the concerns the groups have. The other options have a cost to them and if the Board feels they want staff to do those it can be put in the budget for the next fiscal year. He supports the recommendation by Supt. of Recreation Desch and Supt. of Parks Donahoe. Supt. of Parks Donahoe noted the groups can put the rules in their leagues. He talks to all of the leagues all of the time. If there is a further need, we can do that later. He feels we should try this first since the other options are not in the budget for this year. Commissioner Schulz noted she would eventually like to see someone in the sports complex. Commissioner Kroeger noted that we are already into this season. Possibly plan for next spring and see what the role would be and the cost. Commissioner Tucker wondered about other offsite parks and what would be done at those parks. Commissioner Strack suggested seeing how the season ends and after the post season meetings with the groups discuss again. Commissioner Kroeger also suggested that over this season, watch things and see what might help.

**Natural Gas Rates Recommendations** – Supt. of Finance Hienbuecher noted our current contract ends 5/31/13. Based on the new information she has received, she is recommending we go with a variable rate. From the 2012 analysis, based on what we paid and what we would have paid on a variable rate there would have been approximately $5500 in savings. Director Gibble noted the variable rate is running below the fixed rate.

**Motion**

Commissioner Tucker moved to approve the authorization for Director Gibble to enter into a one year contract at the variable rate of index plus .03. 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 5-0.

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Supt. of Desch introduced our intern Haley Fischer. She is completing her field work for her Recreation Degree and helping the recreation department out a lot. She will also be cording the swim lessons for Program Supervisor White. She has also worked for us previously.

**Petition and Public Comment – None**

**Adjournment**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:24 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Graves.

**Roll Call**

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

#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 8:26 pm. on a motion by Commissioner Schulz. The motion was seconded by Commissioner Tucker. 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 8:47 p.m. and reconvened to Regular Session 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 5-0.

**Motion**

The Board adjourned the Regular Session at 8:47 p.m. 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.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District