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

**Sycamore Park District**

**Tuesday, June 25, 2013**

President Strack called the meeting to order at 6:00 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:

Scott Buzzard – CAC

Anita Zurbrugg – DeKalb County Community Foundation

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Schulz moved to approve the Regular Agenda 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 Schulz moved to approve the May 28, 2013 Regular Meeting Minutes and May 28, 2013 Special 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 5-0.

**Motion**

Commissioner Tucker moved to approve the May 28, 2013 Executive Session Minutes to remain confidential. 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 5-0.

**Petition and Public Comment –** None

**Presentation by DeKalb County Community Foundation –**  Supt. of Recreation Desch introduced Anita Zurbrugg from the DeKalb County Community Foundation. He noted she is here to present the District with a check. Since 2005 we have received over $12,000 for different projects from the Foundation. We are fortunate to now receive a check in the amount of $3250 for the new aquatic lift. This will pay for part of this. He noted he would like to thank Julie Eggleston – Director of KSRA who helped with the grant for the lift. Anita Zurbrugg then presented the check to the District.

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**Claims and Accounts Approval**

**Motion**

 Commissioner Tucker moved to approve and pay the bills in the amount of $215,673.51. 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-**

* Cornerstone Christian Academy
* Sycamore Pumpkin Festival Committee
* Clubhouse Rental Questionnaire – Virginia Jones
* Clubhouse Rental Questionnaire – Yvonne Vallong
* Clubhouse Rental Questionnaire – Monica SanPedro

**Positive Feedback/Reports**

* President Strack noted consistently the clubhouse questionnaires are very positive. That is a tribute to the people in concessions. The Board appreciates their efforts.
* President Strack noted he has had some influential people come up to him to comment on how beautiful the course looks. This is positive for the District as a whole.
* Commissioner Tucker noted the course looks great and the tennis courts are great. The packet this month was impressive.
* Commissioner Kroeger noted he is hearing positive things on the course also. They are liking the longer rough.
* Commissioner Kroeger noted he felt the Park Tour went well. All did a nice job putting it together.
* Commissioner Schulz noted the Chief Black Partridge Park walkway is beautiful. She gave credit to Terri Gibble on her piece on the Reston Ponds.
* Commissioner Graves noted the response from the Merry Oaks Board was nice. He also noted the golf website is great and easy to read.
* President Strack noted he is impressed where the budget is with the golf course. Looks like concessions is ahead of budget and the pool is holding its own. All are doing great.
* Commissioner Graves noted concessions did a great job handling the number of people during the Shriners outing that was rained out.
* President Strack noted the concessions staff is always positive and always with a smile.

**Department Presentations**

**Supt. of Finance Hienbuecher –Status of Inventory Control Measures** – Supt. of Finance Hienbuecher handed out information on the inventory. She noted the District started using the POS system to monitor inventory in the pro shop and concessions. She went over the procedure set in place for both locations to handle inventory from the beginning to the end.

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**Old Business –**

**Discussion and Consensus on Report Back to CWSPT**  - President Strack noted that he, Commissioner Schulz, and Director Gibble talked about the three of them getting together to make a basic framework and bring back to the board based on the discussion from the last study session. Director Gibble noted the next study session is scheduled for July 16th. He will send out a meeting wizard to find a date on another meeting to get with the CWSPT again.

**Parameters for Board Negotiations** - President Strack noted he is still looking for more definition or a parameter on how he should represent the Board. Commissioner Kroeger noted we need to be careful dealing with the negotiations with DeKalb and what is said. Commissioner Tucker noted the President is always wearing the hat of the President. Director Gibble noted this is tied in our By-Laws. He noted that President Strack needs to know how much room he has and needs to be able to have opportunities to get the Boards perceptions on certain issues before he can speak on them. Director Gibble suggested giving thought to how to manage this and put in the by-laws, so structures are in place. President Strack noted he is hearing the Board wants him to be very cautious in any situation.

**Future Study Sessions –** This was already discussed.

**Second DRAFT Review of Personnel Policy -**  Director Gibble noted this is a second review and looking for final approval at the next month’s meeting. He has sent to counsel and PDRMA to check over. Staff has had copies available to view. He also went over a few of the changes. He asked the Board to let him know if there are any concerns or questions.

**Final Review of Future Grant Opportunities**  - Director Gibble noted he wants the Board to be familiar with the grants that are available.

**Adoption of Image Plans for Sycamore Park District** – Director Gibble noted the Board had this last month and he recommends approval.

**Motion**

Commissioner Schulz moved to approve the Sycamore Park District Image Plan. 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 5-0.

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**Adoption of Policy on Director Approval of After Hours Events** – President Strack noted in the past things come to the Board for approval. Director Gibble noted this is an addition to our conduct ordinance. Commissioner Kroeger had brought up about the sports groups after dusk. Director Gibble noted this is covered under the affiliate agreements.

**Motion**

Commissioner Tucker moved to approve the addition to the conduct ordinance to allow Director Gibble to make approvals on requests. 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.

**Quarterly Review of Goals and Objectives** – Director Gibble noted the Board will see this every three months.

**Award Parking Paving Bid** – Director Gibble noted we are working with the City of Sycamore again. There were five bidders for the work and the low bidder was Schroeder. The City has approved it and he recommends the Board approve the low bidder in the amount of $65,927.00. This will probably start in the fall.

**Motion**

Commissioner Schulz moved to approve the bid by Schroeder for the paving. 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.

**New Business**

**Adoption of Prevailing Wage Ordinance** –

**Motion**

Commissioner Schulz moved to adopt the Prevailing Wage 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 5-0.

**Annual Review of CAC By-Laws** – President Strack noted the language was cleaned up.

**Motion**

Commissioner Graves moved to approve the CAC By-Laws. 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 5-0.

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**Annual Review of Board By-Laws** –

**Motion**

Commissioner Graves moved to approve the Board By-Laws. 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 5-0.

**Bi-Annual Review of Executive Session Minutes** – President Strack noted that Director Gibble is recommending approval of all of the 2008 Executive Session minutes except April 22, 2008. Director Gibble noted we are required by law to review twice a year, so this will happen in January and July of each year. You are entitled to go into Executive Session to discuss specifics of any meeting.

**Motion**

Commissioner Tucker moved to approve to release all of the 2008 Executive Session Minutes except April 22, 2008 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 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.

**Quarterly Capital Funds Update** – Supt. of Finance Hienbuecher noted this is in the format the Board requested. Commissioner Kroeger asked about the back hoe on the list. Supt. of Parks & Facilities Donahoe noted ours is 30 years old and is looking to get a mini excavator. He has been looking at joint purchasing alliance pricing.

**Technology Assessment Update** – Director Gibble noted this process is part of the Short Term Goals and Objectives. The assessment will let us look at different ways of solving our technology issues. We need to have someone outside from the current organizations we now use to give us an independent assessment. It will identify the problems and what the cost will be. This needs to be done before deciding on a new server. He is recommending not doing the server work now, but concentrate on our backup system. He has already authorized Supt. of Finance Hienbuecher to get the backup system updated since this is an urgent issue.

**Public Input - None**

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**Adjournment**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:32 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 7:35 pm. on a motion by Commissioner Schulz. The motion was seconded by Commissioner Kroeger. 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 8:00 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. 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 5-0.

**Motion**

The Board adjourned the Regular Session at 8:04 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

**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