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

**Sycamore Park District**

**Tuesday, September 24, 2013**

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

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

Scott Buzzard, CAC Chair

Rose Treml, Sycamore Chamber, Sycamore, IL

Derke Price, Ancel, Glink, Naperville, IL

**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 4-0. Commissioner Tucker was absent.

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the August 27, 2013 Regular 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 4-0. Commissioner Tucker was absent.

**Motion**

Commissioner Schulz moved to approve the August 22, 2013, August 26, 2013, and September 11, 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 4-0. Commissioner Tucker was absent.

**Motion**

Commissioner Kroeger moved to approve the August 27, 2013 & September 11, 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 4-0. Commissioner Tucker was absent.

**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 $60,172.87. 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 Tucker was absent.

President Strack asked what the check to the Museum for $1300.00 was for. He wondered why we were paying the Museum anything when they only pay $1.00 per year for rent and we pay thousands of dollars in maintenance among other things. Supt. of Recreation Desch noted this was for their part of the OSCAR program that the Museum ran for us. Director Gibble noted this was their direct cost for their instructor of the class.

**Correspondence-**

* Maintenance Management School Letter to Jeff Donahoe
* NB&T – Mike Cullen, Letter on Sponsorship of the 90th

President Strack congratulated Supt. of Parks & Facilities Donahoe on his high score for the school. He will receive his second year free because of this. Commissioner Schulz also noted well done.

**Positive Feedback/Reports**

* Commissioner Graves note he has heard a lot of positive comments from the public on the 90th celebration. It was a lot of fun and staff did a great job.
* Director Gibble noted he was concerned about the traffic after the vent, but the police and auxiliary kept the traffic moving.
* Commissioner Kroeger also commented the event was well done and well coordinated. The grounds were mowed and well manicured.
* Commissioner Schulz commented on the article in the Chronicle about the event.
* President Strack noted he felt it was an outstanding event and should continue every year. He heard people yelling “Go Sycamore” and how great Sycamore was after the event. He gave credit to the staff for the great event.
* Commissioner Kroeger also commented on the play at the tennis courts. He is hearing how fantastic the courts are from people using the courts.

Director Gibble had a few things to inform the Board of:

This week there will be a rebid on the ADA Plumbing and Carpentry work.

The draft version of the survey is being tested by phone. The written version will be out early October with the results by the end of October. President Strack asked if the survey can be put in the Chronicle. Director Gibble noted it was going to be on the website, and he will check with Ron Vine about putting it in the paper. Commissioner Schulz wondered if the survey could be put on Survey Monkey to get possible feedback from it.

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**Positive Feedback/Reports- cont’d**

Director Gibble also noted we have the final bill for the Old Mill lot and the tennis courts. It was $7000.00 under budget.

* President Strack noted he wanted to acknowledge the financial results. It is going great and this is due to the hard work and effort of a lot of people.

**Presentation by: Director of the Chamber Rose Treml** – Director Gibble asked Rose to come talk about what the Chamber envisions for Sycamore in the future. Rose Treml noted they are in the middle of their strategic planning process. It will be presented to their Board in Jan. She noted the Chamber started with approximately 15 businesses in 1915. She went over some of the issues that the Chamber has been involved in and supported over the years. She noted the District should continue to stay focused on the future, communicate with the business leaders and intentionally connect with the business community. Businesses want to feel that you go to them for more than just money. Invite them to sit on committees and be a part of planning process. Engage staff out in the community. She also noted that Director Gibble is changing the direction of the Park and how people see the Park. Business leaders are talking and see that. She suggested staying committed and continue communication. Possibly brag more about the Park District. Director Gibble noted the District is starting to do that on Facebook and press releases. Rose Treml noted she heard so many good things about the Park District lately that she has not heard in years after the 90th event. Commissioner Schulz asked Rose about her thoughts of Vision 2020 and whether she supported the park district moving ahead with its plans. Treml indicated that she had attended the Board’s presentation, and felt it was good, and that she would support it.

**Department Presentations: Supt. of Golf Operations Kirk Lundbeck** - Supt. of Golf Operations Lundbeck noted there is a misconception out there about the number of groupon users creating slow downs on the golf course. He gave a handout with figures for the year so far for the golf course which includes groupons. He then went over the figures for the Board. He noted there are only 200 groupons sold each month and shuts off after that number is hit. Supt. of Golf Operations Lundbeck gave recommendations that could help eliminate any of the misconceptions or issues. He is going to put cards on the carts in the message holders with helpful tips for the golf course. President Strack asked for staff to bring a recommendation back to the Board regarding this. Director Gibble will contact the person that brought this up to let them know this was discussed and will make recommendations at the next Board meeting.

**Old Business –**

**Discussion of Board Roles**  – President Strack noted that Derke Price our counsel will let the Board know what their role can be in the process of a referendum. Derke Price noted the key operating philosophy is that the District can have no position on a referendum. The District can spend money on materials to educate the community about the facts. The statement of facts cannot say how to vote. He then went over more dos and don’ts for the Board and staff.

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**Future Study Sessions** – The Board set a date for the next study session for October 8th at 6 pm. The November one will be set at the October 8th meeting.

**Finalize Public Hearing Dates** – Director Gibble noted we need to give the public plenty of advance notice on the public hearings. The Board chose the two public hearing dates as October 22nd before the regular Board meeting and November 19th at 7 pm.

**Finalizing and Planning Community Leader Contacts** – Director Gibble gave the list of names to the Board and they chose who would talk to each contact. They also added a few more contacts to the list. Director Gibble will send out the completed list for everyone to review.

**New Business**

**Quarterly Review of Goal Progress** – Director Gibble noted he agreed would show the progress to the Board on a quarterly basis on the goals.

**Quarterly Capital Funds Review** – President Strack noted in total we are a little ahead of budget. There was some discussion on different line items.

**Draft of Vision 2020 –** Director Gibble noted the timeline was added. He would like to have discussion on the framework to get a sense from the Board what approach they want taken. There was some discussion on this and then Director Gibble asked the Board to email him with their ideas. He will then send out a general outline.

**Approval of Tech Study Professional Services –** Director Gibble noted he feels it is a little high, but also feels we will get a great product from Sikich. Our technology has been pieced together over the years. We need someone to tell us what is and is not working and how to solve our problems. This needs to be someone who has nothing vested in this for future business with the District. They will give us a plan or solutions to address our technology issues. Director Gibble is hoping to have the recommendations by the early part of 2014.

**Motion**

Commissioner Schulz moved to approve the retention of professional services of Sikich for the purpose of an independent analysis of our systems and the creation of a phased plan to address our technology challenges, at a fee not to exceed $45,600.00. 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 Tucker was absent.

Director Gibble noted he has received amazing reactions to the fireworks. He has had several businesses approach him for next year. We need to promote early for doing next year. He has drafted a press release regarding this and asked the Board to email him if they would like any changes in the release. Commissioner Kroeger suggested to committing to Rose Treml with the Sycamore Chamber a date for an annual event with details to follow.

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**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:17 pm on a motion made by Commissioner Schulz for the reason 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 4-0. Commissioner Tucker 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 8:21 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, and Strack present along with Director Gibble, and Recording Secretary Freeman. Commissioner Tucker was absent.

**Motion**

The Board adjourned the Executive Session at 9:07 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 4-0. Commissioner Tucker was absent.

**Motion**

The Board adjourned the Regular Session at 9:07 p.m. on a motion made by Commissioner Kroeger. 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 Tucker was absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District