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

**Sycamore Park District**

**Tuesday, October 22, 2013**

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

The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present. Commissioner Graves arrived at 6:04 pm. Staff members present were Bart Desch, Jeff Donahoe, Director Dan Gibble, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Director Gibble asked the Board to allow flexibility on the agenda on matters relating to the issuance of Bonds. Dave Phillips will be here, but was also attending other Board meetings.

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda. 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 Graves was absent at this time.

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the September 24, 2013 Regular Meeting Minutes and October 8, 2013 Special Meeting 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 4-0. Commissioner Graves was absent at this time.

**Motion**

Commissioner Schulz moved to approve the September 24, 2013 and October 8, 2013 Executive Session Minutes to remain confidential. 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 Graves was absent at this time.

**Petition and Public Comment – None**

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of $154,716.83. 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 at this time.

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**Correspondence-**

* Rose Treml – Sycamore Chamber Letter on Pumpkin Fest Race

**Positive Feedback/Reports**

* Director Gibble noted the paving should be done by the end of this week or early next week.
* Supt. of Parks Donahoe noted he emailed Rose Treml to let her know on the paving and how to handle things during the race.
* Commissioner Schulz noted the Concessions Revenue and Expense report is outstanding. All the numbers are great, stellar year and a lot of great work going on.
* Commissioner Graves noted the tailgate party was well attended and fun.

**Department Presentations: Supt. of Finance Jackie Hienbuecher** – She noted that Thursday MSI will be updating our accounting system. We will be upgrading from our current 5.0 to the 7.0 version and then after the first of the year they will upgrade our system to 7.5 with no additional charge. The purchase order module was installed and we will be training on this. Eventually this will be installed at all locations, but with our communications problem it would not work well now. She went through the requisition and purchase order process. Also went through how this will work with our accounts payable system.

**Old Business**

**Future Study Sessions** – Director Gibble reminded the Board of the next study session meeting on November 6th at 6:00 pm. He would like the Vision 2020 approved at the December board meeting, so he is suggesting the Board meet prior to that. Our regular Board meeting in December is on December 17th. The Board chose to meet on 12-3 at 6:00 pm.

**Second Draft: Vision 2020** – President Strack noted he and Director Gibble talked about the plan. Director Gibble noted he recommends putting a framework in the plan on what the cost is. He also recommends inserting a budget framework and timeline. President Strack had suggested putting in under operating dollars the wording annual above cost. Director Gibble suggested adding wording of capital cost or bond cost. He also wanted the Board to let him know if they want any other changes after the first public hearing. President Strack suggested adding more specific dates. Commissioner Graves noted he feels we should be upfront with the community and pin point what and when we would be doing things. Commissioner Kroeger suggested using the words of “new dollars”. He also noted we do not want the impression out there that we are trying to hide anything. He noted that financially we are just getting by taking care of what we have and we are actually cutting corners. Commissioner Schulz noted that if this is what the community wants, there is a cost and to achieve that cost we are considering a referendum.

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**Second Draft: Vision 2020-cont’d** - President Strack asked Director Gibble to change the wording. President Strack felt the comment from Curt Lang will be the biggest issue. Commissioner Schulz noted our issue with space needs to be a key component when this is rolled out. CAC Chair Buzzard noted he felt this would be the biggest issue also. The Board is hoping the results from the survey will help them. Commissioner Kroeger asked if the timeline could be put on a schedule. Director Gibble will do a 2nd rough draft and get out to Commissioner Kroeger. He will then work on a schedule graph.

**Update on Tech Study** – Supt. of Finance Hienbuecher noted she and Director Gibble had their first meeting with Sikich and tomorrow Sikich will be meeting with staff about the technology issues. On October 30th & 31st, Sikich will be coming out to evaluate our workstations and server and we will go from there.

**Pumpkin Festival Final Details** – Supt. of Recreation Desch noted the Park District will be in position 13. The judging is at 11:00, but everyone needs to be there by 12:00.

**Develop List of CAC Members** – It was decided that Commissioner Tucker and Commissioner Kroeger will coordinate with Scott Buzzard. Director Gibble noted he would like to have the new members chosen by the December Board meeting, but the ultimate goal would be January. Commissioner Schulz and President Strack suggested an article be done on the CAC and what they have accomplished. President Strack noted that Jim Crouch has expressed interest.

**Timeline for Vision 2020** – Commissioner Schulz noted we are trying to establish a timeline so the Board can start to preplan. The goal is by January the Board can roll out the presentation and start meeting with service clubs. Commissioner Kroeger noted his schedule will show the path to Vision 2020 and will be included in the Vision 2020. Director Gibble noted that Commissioner Schulz would work on a calendar for the timeline that could be communicated between the Board and all. Commissioner Schulz noted the Google calendar could be used and all could have access to it.

**Finalizing “Top Ten” Braggin’ Rights** – Commissioner Graves noted the last time the Board met they came up with about 20 items. He suggested getting the list down to their top 10. There was more discussion on the items. Commissioner Schulz noted this list would be part of the bragging rights presentation that will be rolled out and discussed with the public. President Strack suggested a Top 10 campaign and a different item rolled out each week. Director Gibble asked each Board member to rank their top 10 and get to Commissioner Graves who will coordinate.

**Review/Approval ADA Pluming/Carpentry Contract** – Director Gibble noted he and Supt. of Parks Donahoe met with the architect and Steve Swedberg of Swedberg & Associates. He presented to the Board the negotiated amount for the work. He is recommended the Board authorize him to enter into a contract with Swedberg & Associates for $98,720.00 to complete the ADA Plumbing and Carpentry work.

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**Motion**

Commissioner Tucker moved to approve the ADA contract with Swedberg & Associates in the amount of $98,720.00. 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 5-0.

**Motion to Accept Low Bid for Bond** – Dave Phillips noted they took bids on the limited tax bonds. Resource Bank was the lowest at 1.1%. NB & T participated and came in at 1.49%. He would recommend acceptance of the low bid from Resource and the ordinance provided by Chapman and Cutler as the ordinance for adoption of the bonds.

**Motion**

Commissioner Schulz moved to accept the low bid of 1.1% from Resource Bank. 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 4-0. President Strack abstained since he is an employee of Resource Bank.

**Motion**

Commissioner Schulz moved to approve Ordinance #06-2013. 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 4-0. President Strack abstained since he is an employee of Resource Bank.

**Review of considerations for Future Bond Issues and Costs –** Director Gibble noted he asked Dave Phillips to present the Board with information on future bond issues. Dave Phillips noted he put together a compilation of information and a calendar for the election that is being considered. He then gave the Board more information including dates when certain things have to be done.

**New Business**

**RFP for Audit Services** – Supt. of Hienbuecher noted she gave a copy of the RFP to 9 audit firms. The proposals are due back by November 1st. She has received follow up questions from 4 of the 9 firms, so she is putting together supplemental information for the firms that she will send out to them.

**Year-End Operating Budget Projections** – Director Gibble had given the Board information on the year budget projections including summary of the various funds. He feels the Board has begun to pick up on the hard work staff has done to impact the District financial position.

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**Fund Balance Projections** – Director Gibble noted staff had shared with the Board the estimates at the beginning of the year. Then applying the projections for year end and how this has a positive impact on fund reserves. The goal was to be at 25% by end of next year and we should meet this goal barring any major unforeseen events. We will be in a position to have paid down the debt on the golf course.

**Consideration and Approval of 2014 Golf Rates** – Supt. of Golf Operations Lundbeck went over the information on the rates he is recommending and how he came up with the numbers. He feels it is vitally important to do a pre-season discount. The discount would be available and then the rates would go up as he has suggested.

**Motion**

Commissioner Tucker moved to approve the 2014 Golf Rates as presented and recommended. 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.

**Resolution Appointing Delegates to the IAPD Annual Meeting** – Supt. of Finance Hienbuecher noted the early bird registration is in November.

**Motion**

Commissioner Graves moved to nominate Commissioner Tucker as the District delegate with Commissioner Kroeger as 1st Alternate. 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.

**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:12 pm on a motion made by Commissioner Schulz for the reasons 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.

#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.

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#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 8:16 pm. 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 8:41 p.m. and reconvened to Regular Session on a motion made by Commissioner Graves. 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.

**Motion**

The Board adjourned the Regular 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 5-0.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District