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

**Sycamore Park District**

**Tuesday, November 26, 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 was absent. Staff members present were Bart Desch, Director Dan Gibble, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Sarah Elm Rex

Julie Eggleston, KSRA

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda pulling Supt. of Recreation Desch report. 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.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the October 22, 2013 Regular Meeting Minutes and November 6, 2013 Special Meeting Minutes. 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 Graves was absent.

**Motion**

Commissioner Kroeger moved to approve the October 22, 2013 and November 6, 2013 Executive Session Minutes to remain confidential. 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.

**Petition and Public Comment – None**

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of $280,684.77. 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.

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President Strack noted that Supt. of Recreation Desch had mentioned in his report that he assisted ComEd and Soft Water City to change out light fixtures to lower electric bills. He asked if we were going with LED lights. Supt. of Recreation Desch noted he is not sure on that, but ComEd is doing this for business owners. Director Gibble noted this is supposed to create a 20% to 30% savings.

President Strack noted at this time that he would like to move the Ron Vine presentation before the positive feedback reports.

**Correspondence-**

* Sycamore High School Thank You
* Sycamore Pumpkin Festival – Thank You to Dan Gibble/Board
* Sycamore Pumpkin Festival – Thank You to Kirk Lundbeck
* SPD Thank You Letter to Jack & Rite Henne for Donations
* Sycamore Community Schools – Jerry Pelan

**Presentation of Survey Findings –** Director Gibble noted that Ron Vine from ETC is here to clarify the survey findings. Ron Vine noted they had a goal of 400 surveys being returned and they received 785. The survey is broke down by age and gender of respondent. The survey showed that Trails were number one and the Community Center is number two. He continued to go over all the results of the survey.

**Positive Feedback/Reports**

* President Strack noted he appreciated the community responses to the survey.
* Director Gibble noted ETC did not have to make any phone calls since they received over the 400 surveys back.

**Department Presentations: Program Analysis – Supt. of Recreation Desch** – Supt. of Recreation Desch noted that Director Gibble has asked him to put together a program analysis of the past years. He gave a handout of the analysis and went over the stats on the analysis. Director Gibble noted he would like to see the actual visits from the programs not just the number of people. Commissioner Schulz asked if there is a way to track new members and if there is an exit survey being done. Supt. of Recreation Desch noted they could track new members by new enrollments and they are working on a new exit survey now. President Strack noted this is good information. Supt. of Recreation Desch noted they are very limited in what can be offered due to space and time availability constraints.

**Status Report of Kishwaukee Special Recreation Association – Julie Eggleston –**Director Gibble noted he had told the Board he would have KSRA give an update each year. He then introduced Julie Eggleston –Director of KSRA. Julie gave a thanks for letting her come to talk about the Kishwaukee Special Recreation Association. She noted she is excited to be a part of this. She then gave a presentation on the history of KSRA. The KSRA was officially started in 1977. It evolved into DeKalb Sycamore Special Recreation when Sycamore joined. In 2011 it evolved into KSRA when Genoa came on board. She went on to present what they have

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**Status Report of Kishwaukee Special Recreation Association – Julie Eggleston-cont’d –**

available to the community. Director Gibble noted the KSRA Board is made up of Park District representatives. Their main focus with Julie now is addressing some issues. One of the most challenging issues is how the Park Districts address non-resident use of KSRA.

**Old Business**

**Future Study Sessions & Third Draft of Vision 2020** – Director Gibble just wanted to remind everyone about the next study session on December 3rd. He also wanted to make sure he had everything on the agenda the Board wanted to discuss. One will be the 3rd Draft of Vision 2020. He asked the Board to consider any changes before the December 3rd meeting. He would like to bring the final version back to the December regular meeting. President Strack noted he also would like the survey results and revisiting budget numbers on the agenda.

**Update on Paving**– Director Gibble noted the paving is complete. They did run short on one row, but that has been finished now. The new signs are up and the striping done. There is one low part that will be addressed in the spring.

**Update on Tech Study** – Supt. of Finance Hienbuecher noted she just recently met with a representative from Sikich. There were questions regarding our network and more tech questions. She is in the process of putting him in contact with TBC for the technology questions. They are in the process also of coordinating a meeting with Sikich, TBC, Director Gibble and herself. President Strack asked if there was any sense of time when this would be completed. Supt. of Finance Hienbuecher noted this is the last piece and they will then be analyzing all the data and put together for us.

**Develop List of CAC Members-** Commissioner Kroeger noted they have not developed a list of names yet. He and Commissioner Graves met with CAC Chair Buzzard to see what support he wanted. CAC Chair Buzzard noted he had a few names. He had also talked to Director Gibble and they went over the Charter. The Charter suggests we go to the public for volunteers so this will be done. There was also talk about how the Board wants the CAC to look in the future. He suggested that if the Board is looking for the CAC to go down a specific path, the Board might want to rethink about how the CAC is populated. Director Gibble noted he is concerned with the attendance and the ones attending are not speaking up. Commissioner Kroeger suggested to CAC Chair Buzzard to possibly have younger members with young kids. This may involve a change in the meeting times. President Strack suggested taking more time at the next meeting to discuss more. Director Gibble suggested this could be at the next study session.

**Timeline for Vision 2020 and Interpretation of Dave Phillips Information**– Director Gibble noted at the next study session he will go over the presentations of Dave Phillips and Ron Vine.

**Marketing Plan for “Top Ten” Braggin’ Rights**– Director Gibble noted that Sarah Elm Rex has been working with Supt. of Recreation Desch on bringing focus to our visual presence. Tonight she will be tying it to our bragging rights. Supt. of Recreation Desch introduced Sarah. He noted that Director Gibble has given him notes on the bragging rights from the Board. He and Sarah got together and broke them down into four areas. Sarah noted they are calling it

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**Marketing Plan for “Top Ten” Braggin’ Rights- cont’d**  - “Providing More Campaign” and presenting it to get Board approval. Last year the whole marketing strategy was “Something for Everyone”. This year with the Vision 2020 document coming out and the actual vision of the Park District they decided to play off that: “Providing More”. This is also part of the Vision Statement. The ten accomplishments that the Board provided needs to get out to the community and these are how we are “Providing More”. They have them broke down into four groups, which are: Balanced – 1, 2, and 3; Planned – 4 and 5; Improved – 6, 7, and 8; Connected – 9 and 10. Sarah went over the different components that will be used to reach the community and the timeline for certain events. Director Gibble noted that Sarah and Supt. of Recreation Desch are integrating the Boards discussion and blending with the bragging rights.

**New Business**

**Approve Agreement for Audit Services** – Supt. of Finance Hienbuecher noted she sent out nine RFP’s and received seven back. Director Gibble, Supt. of Golf Ops Lundbeck and herself reviewed all the proposals. There were clearly three firms that were very high with a lot of experience with park districts. She is recommending Lauterbach & Amen for 2013 and 2014.

**Motion**

Commissioner Tucker moved to approve Lauterbach & Amen. 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 4-0. Commissioner Graves was absent.

**First Draft of FY 2014 Operating Budget –** Director Gibble noted this is the first draft of what staff has put together. This will be on the agenda at the study session and will be brought back at the December regular meeting with final changes along with recommendations relating to compensation and benefits.

**First Draft of FY2014 Capital Budget**– Director Gibble noted this is the first draft as with the operating budget. Both of these will be on the December regular board meeting for approval.

**Property Abatements** – Supt. of Finance Hienbuecher noted this is finishing up the last year for Smart Motion Robotics tax abatement. She received notice from Brian Gregory to do the annual resolution on this. In 2011 a resolution was filed to cover each year of the abatement so no further action is needed.

**Determine Amount Estimate to be Raised by Taxation for 2013 Tax Levy**– Supt. of Finance Hienbuecher noted she went through the same process as in previous years. Our EAV is going down about 8% and the CPI is only 1.7%. She is proposing the same as last year and do a resolution to make an estimate just under 5%.

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**Resolution 05-2013 – Resolution for 2013 Tax Levy -**

**Motion**

Commissioner Schulz made a motion to approve Resolution #05-2013. Commissioner Tucker seconded the Motion.

**Roll Call**

President Strack called for a roll call vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0.

**Ordinance 07-2013 – Authorizing Acceptance of Deed for Park Land in Sycamore Creek Subdivision –** Director Gibble noted that the CAC will be picking the name for this park soon. There were 65 entries. There are two resolutions that the Homeowners Association of Sycamore Creek must approve for this to reach the final conclusion. We do not have to wait to pass our ordinance. He recommends approval of Ordinance 07-2013 – approving the donation of real property to the Sycamore Park District for 4.95 acres in Sycamore Creek subdivision.

**Motion**

Commissioner Tucker made a motion to approve Ordinance 07-2013. Commissioner Kroeger seconded the Motion.

**Roll Call**

President Strack called for a roll call vote to approve the motion. All commissioners present voted Aye.Motion carried 4-0.

**Policy Regarding Use of Cell Phones by District Officials –** Director Gibble noted this relates to a court case between Champaign City Council and the State of Illinois. Our counsel recommends adopting a policy regarding our board members use of cell phones. He is also recommending the adoption of the attached policy. This will become part of the Board Policy Manual.

**Motion**

Commissioner Schulz moved to approve the Cell Phone Policy. 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.

**Presentation of Equipment Replacement Schedules –** Director Gibble noted this is the first in a variety of steps moving us toward life cycle and eventually the budget component of handling the fixed assets that we have. The Board is receiving a list of equipment and what we define as equipment. There is no action required at this meeting.

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**Recommendation for Insurance –** Supt. of Finance Hienbuecher noted her original plan was to bring a recommendation tonight for the insurance for 2014. The quote received from our current carrier was for a 25% increase. She decided to look into other options that were out there. Under the Affordable Care Act, the groups are not allowed to ask about the medical history of our employees to base their rates on that. There are specific things they can base the rates on. These include age and geographical location. The only question they can ask related to health is about smoking. She has Jeff Hoffman providing more quotes to her. Based on the initial information she has received, we can do better than the 25% increase. Also looks like the out of pocket expense to the employee could be reduced going with a different plan. She will have a recommendation before the next board meeting for January renewal.

**Part-Time Policy Manual: First Review** – Director Gibble noted this is a first review and a lot of this is similar to the full time manual. He will be looking for approval at the December meeting.

**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:48 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

#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.

#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 8:53 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present along with Director Gibble, and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 9:01 p.m. and reconvened to Regular Session 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 4-0. Commissioner Graves was absent.

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**Motion**

The Board adjourned the Regular Session at 9:01 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 4-0. Commissioner Graves was absent.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District