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

**Sycamore Park District**

**Tuesday, December 17, 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 arrived at 6:06 pm. Staff members present were Jeff Donahoe, Director Dan Gibble, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman

Guests at the Board meeting were: None

**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 Tucker was absent at this time.

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the November 26, 2013 Regular Meeting Minutes and December 3, 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 Tucker was absent at this time.

**Motion**

Commissioner Schulz moved to approve the October 22, 2013 and November 6, 2013 Executive Session Minutes to remain confidential. 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 at this time.

**Petition and Public Comment – None**

**Claims and Accounts Approval**

**Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of $158,778.38. 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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**Correspondence-**

* Amanda & Claire – FSA Student Nurses
* Live United-United Way
* Andi Andree – Letter on Phyllis Dupre (SPD Instructor)
* Sycamore High School – Ted Strack

**Positive Feedback/Reports**

* President Strack noted to staff this has been a great year. He feels best about the financial aspect. We are getting in a solid position and he credited it to the staff.
* Commissioner Tucker noted she has had people tell her wonderful things about the Cookies w/Santa. She quoted “The Park District really knows how to do it”. She also noted another great packet and thanked for the Capital update.
* Commissioner Kroeger noted great input on the strategic plan – lot of detail. He also asked if there was any chance of opening an ice rink. He feels it would be great and the community would support. Director Gibble noted he had not talked to Jeff about it yet. It does present some physical challenges and long term impact on the site along with labor hours. President Strack suggested soliciting parents in helping with it. Supt. of Parks Donahoe noted it is a lot of work and there is constant daily work to keep it safe. There was more discussion on this subject. More information will follow.
* Director Gibble noted that staff attended a meeting in the maintenance building with the DeKalb County Health Department on the Affordable Health Care Act.

**Old Business**

**Future Study Sessions & Third Draft of Vision 2020** – Director Gibble wanted to know from the Board if they wanted to have any other planning meetings. It was decided to have a meeting on January 8th at the Clubhouse at 6:00 pm to discuss what will be presented at the January 15th meeting.

**Update on Re-Keying of District**– Supt. of Parks Donahoe noted the buildings are now being done. In the spring the sports complex was completed. These keys can’t be copied. The keys are broken down by areas or user groups. All full time employees will have a master key.

**Vision 2020 Discussion and Possible Approval** – President Strack noted the board had reached a consensus at the last meeting on how to proceed. Director Gibble suggested there should be a letter from the Board setting up the context and thanking the community and those who helped. He is recommending adoption of the plan with the final changes being made with the understanding that a letter from the Board will be inserted. He has asked Supt. of Recreation Desch and Sarah to take this and put into a 12-15 page presentation for the Board to use at presentations.

**Motion**

Commissioner Graves moved to approve the final version of the Vision 2020. 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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**Finalizing Friend List –** There was discussion on the Friends List. It was decided to have a follow up meeting after the January 15th meeting with the ones that agree to help. This would be offsite on January 22nd at 7 pm. There was then discussion on the list of names and a final list compiled.

**CAC Members –** Director Gibble noted this was on the agenda so there could be discussion if needed. He suggested not asking people to be on the CAC if on the Friends List. Commissioner Schulz asked if we should keep the CAC together at this point. Commissioner Kroeger noted the CAC group has not had anything to do. We are now heading into areas that we will need their support and they will get engaged. Director Gibble noted that he and CAC Chair Buzzard decided to promote it with the ad in the paper and on the website. They will then interview the people and fill the open spots on the CAC. He suggested inviting Chair Buzzard to be a liaison to the Friends Group.

**New Business**

**Tax Levy Ordinance –** Supt. of Finance Hienbuecher noted this is the usual yearly tax levy ordinance and she recommends approval.

**Motion**

Commissioner Schulz moved to approve Tax Levy Ordinance #08-2013. 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 5-0.

**Approve FY2014 Operating Budget –**  Commissioner Schulz noted with this budget there has been big progress made.

**Motion**

Commissioner Schulz moved to approve FY2014 Operating Budget. 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.

**Approve FY2014 Capital Budget**–

**Motion**

Commissioner Tucker moved to approve FY2014 Capital Budget. 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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**Award Bid for Cleaning in 2014** – Director Gibble noted the Board had concerns about the role of the part time staff and their ability to do some of the cleaning. The Board had asked for a review of this. This was reviewed and modifications were made including frequencies. There has been some general cleaning items added to the front desk staff at the community center. This does not replace the value of the bathrooms and equipment being cleaned on a regular basis though. Supt. of Recreation Desch will get a cordless phone for the front desk which will allow them to still answer the phone if away from the desk doing some cleaning. Director Gibble is recommending Sparkle for the coming year with a bid of $27,270.00. He also noted that he feels staff needs to be doing their regular jobs and not cleaning.

**Motion**

Commissioner Tucker moved to approve the cleaning bid for FY2014 with Sparkle. 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.

**Change in Policy Regarding Cell Phones for Employees**– Supt. of Finance Hienbuecher noted the change is coming about because of the poor service of our current provider. Many employees are already using personal ones now because of the issues we have. She checked with other park districts and more of them are going to giving a monthly stipend. Based on this, she came up with the policy of a monthly stipend of $25.00 if they sign an agreement their phone is available for park district business. There will also be a one time allowance of $150.00 for the purpose of setting up their phone. Commissioner Kroeger asked if the stipend amount will cover enough. Commissioner Tucker noted this could be tried for a year and see if it is fair.

**Motion**

Commissioner Schulz moved to approve the Cell Phone 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.

**Mandatory Posting of Handgun Signs at Parks –** Director Gibble noted the recommendation is self-explanatory. We have to post at all buildings and parks. The main trouble point is defining what our entrance is to a park with no fence around it. Staff will determine what the most common entrance is and post there. No motion was needed.

**Approve 2014 Board Meeting Schedule**  -

**Motion**

Commissioner Graves moved to approve the 2014 Board meeting schedule. 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.

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**Quarterly Capital Funds Update –** Supt. of Finance Hienbuecher noted this was just an update on the status of all projects. No motion needed.

**Year-End Review of Goal Progress**– Director Gibble noted the quarterly reviews is part of the planning process and will also continue with the long term plans. No motion needed.

**Farm Leases (2) for Approval** – Director Gibble noted there are two agreements – one for the mowing and one for the farm land. He would recommend approval on both of the agreements.

**Motion**

Commissioner Schulz made a motion to approve both farm leases. 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 5-0.

**Motion**

The Board adjourned the Regular Session at 7:32 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