

SUGAR GROVE PARK DISTRICT
MONDAY, June 9, 2008
6:00 P.M.

BOARD MEETING MINUTES

1. Meeting Called to Order by President Kevin Johnson at 6:06 p.m. Roll call was taken:

Present: Absent:

√	President Kevin Johnson
√	Commissioner Mike Bachio
√	Commissioner Steven Becker
√	Commissioner Sean Carmody
√	Commissioner Eleanor Rzeminski
√	Executive Director Greg Repede
√	Board Secretary Karen Pritchard

2. Public to Address the Board – Kathi Malloy, Athletic Manger, was in attendance. Diane Beman addressed the board about employee social security numbers released from the office. In the future, sensitive information will not leave the building.

3. Secretary’s Report – Rzeminski motioned to approve the minutes from May 12, 2008. Becker seconded. Motion approved.

4. Treasurer’s Reports - Bachio motioned to approve the treasurer’s report for May 2008 and disbursements totaling \$37,119.61. Carmody seconded. Roll call vote was taken as follows:

Johnson	Aye
Bachio	Aye
Becker	Aye
Carmody	Aye
Rzeminski	Aye

Motion approved 5-0.

5. Unfinished Business

- A. Needs Assessment Survey – Board consensus to select Ron Vine with Leisure Vision for the needs assessment. He will meet with staff on July 14 @ 1:30pm and with the board at the meeting that evening.
- B. Comprehensive Plan – Board consensus to select Planning Resources Inc. for the plan.
- C. Walnut Woods Parks – Waste management said they would give us a “good price” for waste removal at the park. The HOA doesn’t have the money and still doesn’t know what to do about park maintenance.
- D. Hampstead Park – HOA wants us to take over this park. Our problem is with the prairie grasses. We require turf instead. Jack Pizzo is going to meet with the HOA president and work on a redesign before we consider taking the park.

6. New Business

A. Audit Management Letter

- 1) *Recording of Accounts Payable* – Our books are currently set up as Cash Basis Accounting. Sikich prefers us to be set up on a Modified Accrual Basis. We will be switching our accounting method effective 8-1-08.
- 2) *Capital Assets and Long-term Debt Activity Tracking* – This will be put into place effective 8-1-08.
- 3) *Bank Reconciliation Approval* – Greg will start approving as the second person.
- 4) *Payroll Approval* – Greg has been approving since January.
- 5) *Deposit Collateralization* – 110% is what we have. We will ask our bank to have a higher level of collateralization.
- 6) *Revenue Fund* – This fund will be folded into the General Fund.
- 7) *Future Account Pronouncements* – There is nothing there for now.
- 8) *Segregation of Duties* – Until we get bigger, this item will always appear on our audit report.
- 9) *Recording of Program Revenue & Expenses* – This was not done for the Fiscal Year End of December 31, 2007. We have implemented this procedure starting January 1, 2008. We will be printing quarterly Financial Statements for the Board to review.

B. Office Staff – Sharon will not be coming back due to health issues. We will talk more about her replacement in July.

C. Mallard/Rolling Oaks – Police Chief Brad Sauer has approached us about purchasing the 1-acre parcel. We will gladly sell him up to 3 acres of the property.

7. Commissioner Comments –

A. Kevin Johnson – Kevin asked about the leak in the roof at the Prairie Building. The Village is negotiating with the airport and has promised to keep the park district interests in the sports complex in mind. Since our February social event was cancelled, Kevin suggested a get together at the Prairie Building in late September when Eleanor is back in town.

B. Steve Becker - Steve suggested moving the toilet paper holder in the men's bathroom at the Sugar Grove Sports Complex closer to the toilet. Apparently, a child had a messy incident due to its location. Steve questioned staff about mowing more area around the soccer fields, but Karen stated that the area currently being mowed is sufficient for the outdoor soccer fields planned. Lastly, Steve stated that he wanted to look at the Visa bills to get an idea of what was being spent. He commented about the finance charges, and staff will watch this more closely. His request to see salary history was due to a comparison of Jeanne's salary to Karen's. Greg explained that we looked at Jeanne's job responsibilities and the nature of her job and made a fair adjustment in her salary.

C. Sean Carmody – Given the concern over employee's social security numbers distributed to the board and taken from the office, Sean proposed a policy requiring that this type of information be reviewed only in the office.

D. Eleanor Rzeminski – Fox Valley Special Recreation Association is hosting a meeting in July for adaptive playgrounds. Sean and Mike expressed interest in attending this meeting.

8. **Meeting Adjournment** – Bachio motioned to adjourn the meeting at 7:20 pm. Rzeminski seconded. Motion carried. Next meeting scheduled for July 14, 2008 at 6 pm.