

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly meeting at 6:30 P.M on Monday, January 16, 2012 at the Duis Recreation Center, 211 East St. Mary's Road, Sterling, Illinois.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- None

### **APPROVAL OF MINUTES:**

- December 19, 2011 Regular Meeting

### **TREASURER'S REPORT:**

- December, 2011

### **COMMUNICATION TO BOARD:**

- Heflebower Letter (Senior Golf Pass Rates)

### **OLD BUSINESS:**

- None

### **PRESIDENT'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- Westwood Fitness Maintenance Manual  
- "Annual" Staff Meeting - Part 2

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Project Update

#### **DIRECTOR OF RECREATION REPORT:**

-Oppold Marina Operational Recommendations  
-Recreation Department Update

#### **EMERALD HILL REPORT:**

-Pro Shop Merchandising  
-Superintendent's Position Update

### **NEW BUSINESS:**

-Resolution 2012-1 (Rock River Trail Initiative)

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
January 16, 2012**

**CALL TO ORDER:** President Potter called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on January 16, 2012 at the Duis Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Potter Reyes Stutzke Schuldt Jacobs Zepezauer
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	
	<b>DIRECTOR OF RECREATION PRESENT:</b>	

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Hippen and a second by Reyes, it was moved to approve the regular meeting minutes of December 19, 2011. Upon roll call vote, the following voted aye: Campbell, Hippen, Potter, and Reyes. Abstain: Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Reyes and a second by Campbell it was moved to approve the December 2011 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

**COMMUNICATIONS:** The Board discussed a letter that was sent by several golfers requesting a reduction in the senior single golf pass rate. They felt the cost of the single pass was disproportionately higher than the couple pass. The Board reviewed the District's golf pass fee history as well as reviewed the fees of other area courses. After this review it was the consensus of the Board not to change the senior golf pass fees.

**OLD BUSINESS:** None.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt presented to the Board the recently completed Westwood Fitness Operations and Maintenance Manual.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on his Departments various ongoing projects.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer gave various recommendations relating to Oppold Marina including: effective the upcoming season, discontinue the selling of gas; in the fall of 2012, begin the process of making the Marina ADA compliant; and beginning with the 2013 season, no longer staff the harbor house. After several minutes of discussion the Board concurred with the recommendations as presented.

**EMERALD HILL REPORT –**

Golf Operations Manager CJ Wade reviewed with the Board the inventory levels, past and present in the pro shop, compared what types of products made up those inventories as well as the sales history of those products.

Executive Director Schuldt indicated that a conditional job offer would be presented shortly to one of the candidates for the Golf Course Superintendent's position.

**NEW BUSINESS:**

On a motion by Stutzke and a second by Campbell it was moved to approve Resolution 2012-1 which gives the District's support to the Rock River Trail Initiative. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Campbell and a second by Stutzke, it was moved to adjourn the regular meeting at 8:30 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly meeting at 6:30 P.M on Monday, February 20, 2012 at the Duis Recreation Center, 211 East St. Mary's Road, Sterling, Illinois.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- None

### **APPROVAL OF MINUTES:**

- January 16, 2012 Regular Meeting

### **TREASURER'S REPORT:**

- January, 2012

### **COMMUNICATION TO BOARD:**

- None

### **OLD BUSINESS:**

- None

### **PRESIDENT'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- "Annual" Staff Meeting Power Point - Part 2

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Activities

#### **DIRECTOR OF RECREATION REPORT:**

-Youth Basketball Report

#### **EMERALD HILL REPORT:**

-No Report

### **NEW BUSINESS:**

-Resolution 2012-01 (Tax Abatement)

-Resolution 2012-02 (Tax Abatement)

-Resolution 2012-03 (Tax Abatement)

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
February 20, 2012**

**CALL TO ORDER:** President Potter called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on February 20, 2012 at the Duis Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Potter Reyes Stutzke Schuldt Jacobs Zepezauer
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	
	<b>DIRECTOR OF RECREATION PRESENT:</b>	

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Reyes and a second by Campbell, it was moved to approve the regular meeting minutes of January 16, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Reyes and a second by Campbell it was moved to approve the January 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt presented the second part of the power point presentation that was given to all District full-time staff at the Annual Staff Meeting.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**  
Director of Parks & Planning, Doug Jacobs updated the Board on the various departmental activities that had taken place since the last Board meeting,

**DIRECTOR OF RECREATION –**  
Director of Recreation, Paul Zepezauer gave a report on the District's Youth Basketball program.

**EMERALD HILL REPORT –**

Schuldt updated the Board on the status of filling the vacant Golf Course Superintendent position at Emerald Hill. Three more candidates are scheduled for interviews this week.

**NEW BUSINESS:**

On a motion by Campbell and a second by Stutzke it was moved to approve Resolutions 2012-01, 2012-02 and 2012-03 each pertaining to a different General Obligation Bond tax abatements. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Hippen, it was moved to adjourn the regular meeting at 8:00 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes, and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Wednesday, March 7, 2012, commencing at 6:00 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Discuss a request to hold a Mixed Martial Arts Tournament at Westwood on May 12, 2012.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
March 7, 2012**

**CALL TO ORDER:** President Potter called the special meeting of the Board of Commissioners to order at 6:00 P.M. March 7, 2012 at Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:** Campbell  
Hippen  
Stutzke  
Potter  
Reyes

**EXECUTIVE DIRECTOR PRESENT:** Schuldt

**REPORT OF OFFICERS:** President Potter stated that the purpose was to discuss the request from the Combat Zone to hold a MMA Tournament at Westwood on May 12, 2012.

Potter felt the sport is barbaric and should not be something the park district should be a part of. Commissioner Reyes felt based upon what he witnessed at the MMA tournament that was held at Westwood last fall; he had no problem allowing the activity. Commissioners Hippen and Stutzke could lean either way however since both only heard positive comments after the last tournament they were inclined to approve the request. Commissioner Campbell did not have a concern about holding the tournament at Westwood.

After discussion, on a motion by Hippen and a second by Stutzke it was moved to approve the request from the Combat Zone to hold their tournament on May 12, 2012 at Westwood. It was further moved that any future requests from any organization to hold a MMA tournament on District property, that the request will need Board action. Upon roll call vote the following voted Aye: Campbell, Hippen, Stutzke and Reyes. Nay: Potter. Motion carried.

**ADJOURNMENT:** With no further business the special meeting was adjourned at 6:15 P.M. Upon roll call vote the following voted Aye: Campbell Hippen, Potter, Stutzke and Reyes. Motion carried.



## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly meeting at 6:30 P.M on Monday; March 19, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-Barb Lauff (Adult Running Club Program Report)

### **APPROVAL OF MINUTES:**

-February 20, 2012 Regular Meeting

-March 7, 2012 Special Meeting

### **TREASURER'S REPORT:**

-February, 2012

### **COMMUNICATION TO BOARD:**

- None

### **OLD BUSINESS:**

- None

### **PRESIDENT'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- Open Meetings Act Training

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Report

#### **DIRECTOR OF RECREATION REPORT:**

-Emerald Hill Report

-Introduction (Golf Course Superintendent-  
Jake Brooks)

-Department Report

### **NEW BUSINESS:**

-Sinnissippi Park/Riverside Cemetery to 16<sup>th</sup> Ave  
Trial Project Bids

-Parks' Department Mower Bids

-Westwood Fitness Equipment Bids

-Westwood West Restroom/Locker-room Plumbing Bids

-MMA Tournament Date Change

### **COMMUNICATION FROM VISITORS**

### **EXECUTIVE SESSION:**

-Per Section 2(c)(11) and 2.06(d) of the Illinois Open Meetings Act to discuss ongoing litigation against the District and to review the minutes of all closed session meetings held since the last review.

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
March 19, 2012**

**CALL TO ORDER:** President Potter called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on March 19, 2012 at the Duis Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Potter Reyes Stutzke
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** Adult Running Club Coach Barb Lauff and class participant Mike Grey discussed their concerns regarding the sharing of the track building with other activities while their class is being held. With the other activities, namely youth basketball practice and open basketball not only is it not a good teaching environment for their class they felt it is unsafe as well. They requested the Board to consider not allowing any other activities in the track building during their program time.

**APPROVAL OF MINUTES:** On a motion by Reyes and a second by Stutzke, it was moved to approve the regular meeting minutes of February 20, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

On a motion by Stutzke and a second by Reyes, it was moved to approve the special meeting minutes of March 7, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Campbell and a second by Reyes it was moved to approve the February 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director reviewed the Open Meetings Act as it relates to electronic communication between the board members. Schuldt also reminded the Board that each of them must complete the electronic training program offered by the Illinois Attorney General's office by December 31, 2012.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on the various departmental activities that had taken place since the last Board meeting,

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer introduced the new Emerald Hill Golf Course Superintendent Jake Brooks as well as reported on the various activities and maintenance projects within his department.

**NEW BUSINESS:**

On a motion by Campbell and a second by Hippen it was moved to award the bid for the construction of a rock pedestrian trail between Sinnissippi Park and 16<sup>th</sup> Ave. to Fisher Excavating for the amount of \$319,495.63. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

On a motion by Hippen and a second by Campbell it was moved to award the bid to purchase a Toro Groundskeeper for the Parks Department from MTI Distributing for the amount of \$24,171.62. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

On a motion by Reyes and a second by Campbell it was moved to award the plumbing bids for the West locker-room/restroom renovation project at Westwood to Most Plumbing for the amount of \$24,000. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

On a motion by Reyes and a second by Campbell it was moved to approve the request from the Combat Zone to move the date of their MMA Tournament at Westwood from May 12, 2012 to May 19, 2012. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Nay: Potter. Motion Carried.

On a motion by Reyes and a second by Campbell it was moved to give staff the authority to purchase up to \$25,000 of weight equipment for the fitness area at Westwood as presented. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

**EXECUTIVE SESSION:**

Per Section 2(c)(11) and 2.06(d) of the Illinois Open Meetings Act it on a motion by Potter and a second by Reyes it was moved to adjourn into executive session to review the minutes of all executive sessions held since the last review and to discuss ongoing litigation against the District. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

On a motion by Reyes and a second by Hippen it was moved to fully release the executive minutes of October 17, 2011 and to partially release the minutes of August 15, 2011 and September 19, 2011. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion Carried.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Hippen, it was moved to adjourn the regular meeting at 8:02P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes, and Stutzke. Motion carried.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
March 19, 2012**

**CALL TO ORDER:**

President Potter called the Executive meeting of the Board of Commissioners to order at 7:40 P.M. on March 19, 2012 at the Duis Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Potter  
Stutzke  
Reyes  
Schuldt

**EXECUTIVE DIRECTOR PRESENT:**

**REPORT OF OFFICERS:**

President Potter stated that the purpose of the executive session was to discuss ongoing litigation against the District and to review the minutes of all closed session meetings held since the last review.

The Board reviewed the closed session meeting minutes of August 15, 2011; September 19, 2011; and October 27, 2011.

**Paragraph redacted.**

With no further discussion on a motion by Campbell and a second by Hippen the executive session was adjourned at 7:59 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Potter, Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold their Annual Meeting on Monday, April 16, 2012 commencing at 6:30 P.M. This meeting will be held at the Duis Center, 211 East St. Mary's Road, Sterling, Illinois.

## **AGENDA**

Call to Order

Roll Call

Disbandment of Present Officers

Election of Chairperson Pro Tem

Election of President

Election of Vice President

Appointment of Secretary

Appointment of Treasurer

Approval of FY 2013 Meeting Dates/Time/Location

Appointment to Sterling Park District Museum  
Association Board for FY 2013

Adjournment

**STERLING PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
ANNUAL MEETING  
April 16, 2012**

**CALL TO ORDER:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Stutzke

**COMMISSIONERS ABSENT:**

None

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**DISBANDMENT OF OFFICERS:**

On a motion by Stutzke and a second by Campbell it was moved to disband the present officers of the Board of Commissioners. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

**ELECTION OF CHAIRPERSON  
PRO TEM:**

On a motion by Campbell and a second by Stutzke, it was moved to elect Jeff Hippen Chairperson Pro Tem. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

**ELECTION/APPOINTMENT OF  
OFFICERS, MEETING DATES  
APPROVAL, MUSEUM  
BOARD APPOINTMENT:**

On a motion by Campbell and a second by Stutzke, Marvin Reyes was nominated to be President of the Board of Commissioners, Jeff Hippen was nominated to be Vice President of the Board of Commissioners, Executive Director Larry Schuldt was nominated to be Secretary of the Board of Commissioners, and David Stutzke was nominated to be Treasurer of the Board of Commissioners. Upon roll call vote, the following voted aye to approve the slate of nominations: Campbell, Hippen, Reyes and Stutzke. Motion carried.

On a motion by Reyes and a second by Campbell it was moved to approve the regular meeting dates for the Sterling Park District for the 2012-2013 fiscal year with the meetings being held at 6:30 PM on the third Monday of each month at the Duis Recreation Center which is located at 211 East St. Mary's Road, Sterling. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

President Reyes appointed Commissioner Stutzke and Executive Director Schuldt to the Sterling Park District Museum Association Board for fiscal year 2012-2013.

**ADJOURNMENT:**

On a motion by Stutzke and a second by a Campbell, it was moved to adjourn the annual meeting at 6:35 P.M. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes, and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; April 16, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois immediately after the District's Annual Meeting.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

**SCHEDULED VISITORS:** -Disc Golf Club (Rob Fritz and Tim McNinch)

**APPROVAL OF MINUTES:** -March 19, 2012 Regular Meeting  
-March 19, 2012 Executive Meeting

**TREASURER'S REPORT:** -March, 2012

**COMMUNICATION TO BOARD:** - None

**OLD BUSINESS:** - None

**PRESIDENT'S REPORT:** - None

**EXECUTIVE DIRECTOR'S REPORT:** - Ten Year Capital Plans

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** -Department Report  
-In-Ground Garbage Cans

**DIRECTOR OF RECREATION REPORT:** -Department Report

**NEW BUSINESS:** -None

### **COMMUNICATION FROM VISITORS**

**EXECUTIVE SESSION:** -Per Section 2(c)(11) and 2(c)(3) of the Illinois Open Meetings Act to discuss ongoing litigation against the District and to discuss Tom Potter's vacant seat on the Board.

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
April 16, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 7:06 P.M. on April 16, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** Tim McNinch, representing the local Disc Golf Club requested permission to install an additional six disc holes at Sinnissippi Park. McNinch indicated the club not only had the funds to purchase the baskets and install the concrete, but the also have the volunteer labor for all the work involved. After a few minutes of discussion, it was the consensus of the Board to allow the club to install six additional disc baskets at Sinnissippi in the locations as submitted.

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Hippen, it was moved to approve the minutes of the regular meeting of March 19, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

On a motion by Stutzke and a second by Campbell, it was moved to approve the executive minutes of March 19, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Campbell and a second by Hippen it was move to approve the March 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt reviewed the 10-year capital and equipments plans that were developed by the staff.



**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department as well as discussed the use of the in-ground garbage can system that the District uses at many of its park sites.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on various activities within his department.

**NEW BUSINESS:**

President Reyes called for a special meeting to be held at Frasier Center, 1913 Third Avenue, Sterling at 5:00 P.M. on May 1, 2012. The purpose of the meeting will be to review bids to purchase retaining wall blocks to be used in conjunction with the Water Company trail project.

**EXECUTIVE SESSION:**

On a motion by Campbell and a second by Hippen, per section 2(c)(11)(3) of the Illinois Open Meetings Act to discuss ongoing litigation against the District and to discuss Tom Potter's vacant seat on the Board. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Absent: Motion carried.

The Board adjourned into closed session at 8:25 P.M.

At 8:55 P.M. the Board reconvened into open session.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 8:56 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, and Stutzke. Motion carried.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
April 16, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 8:30 P.M. on April 16, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Stutzke Reyes
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss on-going litigation against the District and to discuss Tom Potter's vacant seat on the Board.

**Paragraph redacted.**

Schuldt discussed various options in regards to filling the vacant Board seat. After several minutes of discussion, it was the consensus of the Board that each member should come up a list of possible candidates by the May meeting. Once a list of potential candidates is developed, than the process to appoint someone will be discussed and decided.

With no further discussion on a motion by Campbell and a second by Hippen the executive session was adjourned at 8:54 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Tuesday, May 1, 2012, commencing at 5:00 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:**      Review and Award the Bid for the furnishing of precast concrete modular block which will be used for the Sinnissippi Park/Riverside Cemetery to 16<sup>th</sup> Ave. Trail project.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
May 1, 2012**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 5:05 P.M. on May 1, 2012 at Frasor Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Reyes Stutzke
	<b>COMMISSIONERS ABSENT:</b>	Hippen
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the meeting was to review and award the Bid for the furnishing of precast concrete modular block which will be used in conjunction with the Sinnissippi Park/Riverside Cemetery to 16<sup>th</sup> Ave. trail project.

After several minutes of discussion, on a motion by Campbell and a second by Stutzke it was moved to approve the bid from Quality Ready Mix of Morrison, IL for the amount of \$68,250 contingent upon the District obtaining a stamped, engineered drawing of the block wall design. Upon roll call vote the following voted Aye: Campbell, Stutzke and Reyes. Absent: Hippen. Motion carried.

**ADJOURNMENT:** With no further business the special meeting was adjourned at 5:20 P.M. Upon roll call vote the following voted Aye: Campbell, Stutzke and Reyes. Absent: Hippen Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; May 21, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

**SCHEDULED VISITORS:** - None

**APPROVAL OF MINUTES:**

- April 16, 2012 Annual Meeting
- April 16, 2012 Regular Meeting
- April 16, 2012 Executive Meeting
- May 1, 2012 Special Meeting

**TREASURER'S REPORT:** -April, 2012

**COMMUNICATION TO BOARD:** - None

**OLD BUSINESS:** - None

**PRESIDENT'S REPORT:** - None

**EXECUTIVE DIRECTOR'S REPORT:** - Sterling School Board Presentation (May 23)

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** - Department Report

**DIRECTOR OF RECREATION REPORT:** - Department Report

**NEW BUSINESS:** - Mix Martial Arts Tournament/Westwood/August 25, 2012

### **COMMUNICATION FROM VISITORS:**

**EXECUTIVE SESSION:**

- Per Section 2(c)(1) and 2(c)(3) of the Illinois Open Meetings Act to discuss the vacant seat on the Board; and to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
May 21, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on May 21, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Reyes Stutzke Hippen Schuldt Jacobs Zepezauer
	<b>COMMISSIONERS ABSENT:</b>	
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	
	<b>DIRECTOR OF RECREATION PRESENT:</b>	

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Campbell, it was moved to approve the minutes of the Annual Meeting of April 16, 2012; the Regular Meeting of April 16, 2012; the Executive Session meeting of April 16, 2012 and the Special Meeting of May 1, 2012. Upon roll call vote, the following voted aye: Campbell, Reyes and Stutzke. Absent: Hippen. Motion carried.

**TREASURER'S REPORT:** On a motion by Campbell and a second by Stutzke it was move to approve the April 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Reyes and Stutzke. Absent: Hippen. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt informed the Board that he, Director of Recreation Zepezauer and Program Manager Warner will be giving a presentation about the Challand Middle School Sports Program to the Sterling School Board on May 23.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on various activities within his department and gave a detailed financial presentation of the District's various program areas.

**NEW BUSINESS:**

Staff indicated that the local Mix Martial Arts group has again requested a date to rent Westwood for a MMA Tournament. On a motion by Reyes and a second by Campbell it was moved to allow a MMA Tournament to be held at Westwood on any date that staff approves, as long as the sponsoring agency has all the proper insurance and sanctions. Upon a roll call vote, the following voted aye: Campbell, Reyes and Stutzke. Absent: Hippen. Motion carried.

Staff has received a request from the Woodlawn Arts Academy to allow alcohol consumption at Hoover Park during the weekends of June 22-June 24; and June 29-July 1 as part of their Shakespeare in the Park production of "A Midsummer's Night Dream". On a motion by Reyes and a second by Campbell it was moved to approve Woodlawn Arts Academy's request. Upon a roll call vote, the following voted aye: Campbell, Stutzke and Reyes. Absent: Hippen. Motion carried.

**EXECUTIVE SESSION:**

None

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 8:30 P.M. Upon a roll call vote, the following voted aye: Campbell, Reyes, and Stutzke. Absent: Hippen. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Tuesday, May 29, 2012, commencing at 6:30 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Adjourn into executive session pursuant to Section 2(c)(1) and 2(c)3 of the Illinois Open Meetings Act to discuss the vacant seat on the Park Board; and to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.



**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
May 29, 2012**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 6:30 P.M. on May 29, 2012 at Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Stutzke  
Schuldt

**COMMISSIONERS ABSENT:**

**EXECUTIVE DIRECTOR PRESENT:**

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the special meeting was to adjourn into executive session pursuant to Sections 2(c)(1) and (3) of the Illinois Open Meetings Act.

On a motion by Hippen and a second by Campbell, pursuant to Sections (c)(1) and (3) of the Illinois Open Meetings Act, it was move to adjourn into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Sterling Park District and to discuss the vacant seat on the Park Board. Upon a roll call vote, the following voted aye: Campbell, Hippen and Reyes. Absent: Stutzke. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Hippen and a second by Campbell, the special meeting was adjourned at 7:45 P.M. Upon a roll call vote the following voted aye: Campbell, Hippen and Reyes. Absent: Stutzke.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
May 29, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 6:30 P.M. on May 29, 2012 at the Frasor Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Schuldt
	<b>COMMISSIONERS ABSENT:</b>	
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss the vacant seat on the Board; as well as to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District.

**Paragraph redacted.**

**Paragraph redacted.**

It was the consensus of the Board that an additional meeting would be needed in the near future to further discuss the various items relating to Schuldt's employment.

With no further discussion on a motion by Campbell and a second by Hippen the executive session was adjourned at 7:45 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen and Reyes.  
Absent: Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Wednesday, June 6, 2012, commencing at 6:30 P.M. This meeting will be held at Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Appointment to fill vacant seat on the Park Board.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Wednesday, June 6, 2012, commencing at 6:35 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Adjourn into executive session pursuant to Section 2(c)(1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
June 6, 2012**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 6:30 P.M. on June 6, 2012 at Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Zuithoff (after appt.)

**COMMISSIONERS ABSENT:**

Stutzke

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the special meeting was to appoint a candidate, whom will fill the vacant seat created by the resignation of Tom Potter.

Executive Director Schuldt reviewed the selection process that took place to get to this point. After a few minutes of discussion on a motion by Campbell and a second by Hippen, it was moved to appoint Jennifer Zuithoff to the Park Board. Upon a roll call vote the following voted aye: Campbell, Hippen and Ryes. Absent: Stutzke. Motion carried.

Schuldt then administered the Oath of Office to Commissioner Zuithoff.

**ADJOURNMENT:**

With no further action, on a motion by Hippen and a second by Zuithoff, the special meeting was adjourned at 6:35 P.M. Upon a roll call vote the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Absent: Stutzke. Motion carried.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
June 6, 2012**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 6:36 P.M. on June 6, 2012 at Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Zuithoff

**COMMISSIONERS ABSENT:**

Stutzke

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the special meeting was to adjourn into executive session pursuant to Sections 2(c)(1) of the Illinois Open Meetings Act.

On a motion by Reyes and a second by Campbell, pursuant to Sections (c)(1) of the Illinois Open Meetings Act, it was move to adjourn into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Sterling Park District. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Absent: Stutzke. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Zuithoff and a second by Campbell, the special meeting was adjourned at 8:42 P.M. Upon a roll call vote the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Absent: Stutzke.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
June 6, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 6:40 P.M. on June 6, 2012 at the Frasor Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Zuithoff
<b>COMMISSIONERS ABSENT:</b>	Stutzke
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District.

**Paragraph redacted.**

**Paragraph redacted.**

The Board reviewed the proposed evaluation form that is being considered for Schuldt's upcoming evaluation. Several changes were recommended to the form. Reyes indicated that he will make the recommended changes and will get the document back to the Board prior to the June regular meeting. At that point if the document is acceptable, dates would be established for the actual evaluation of Schuldt.

With no further discussion on a motion by Campbell and a second by Zuithoff the executive session was adjourned at 8:41 P.M. Upon a roll call vote, the following voted aye: Campbell, Reyes and Zuithoff. Absent: Hippen (8:10 P.M.) and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; June 18, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- None

### **APPROVAL OF MINUTES:**

- May 21, 2012 Regular Meeting
- May 29, 2012 Special Meeting
- May 29, 2012 Executive Meeting
- June 6, 2012 Special Meeting (6:30 P.M.)
- June 6, 2012 Special Meeting (6:35 P.M.)
- June 6, 2012 Executive Meeting

### **TREASURER'S REPORT:**

- May, 2012

### **COMMUNICATION TO BOARD:**

- None

### **OLD BUSINESS:**

- None

### **PRESIDENT'S REPORT:**

- Board Computers

### **EXECUTIVE DIRECTOR'S REPORT:**

- Legislative Updates
- [www.sterlingparks.org/information/current-projects](http://www.sterlingparks.org/information/current-projects)
- Trail/Trail Grant Update

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

- Department Report

#### **DIRECTOR OF RECREATION REPORT:**

- Challand Middle School Sports Program

### **NEW BUSINESS:**

- Ordinance 93-3 (Meeting Agenda Change)
- Ordinance 12-01 (Prevailing Wage)
- FY2013 Tentative Budget
- Budget Workshop Date

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

- Per Section 2(c)(1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

### **ADJOURNMENT:**



**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
June 18, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on June 18, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Hippen and a second by Campbell, it was moved to approve the minutes of the Regular Meeting of May 21, 2012; the Special Meeting of May 29, 2012; the Executive Session meeting of May 29, 2012; the two Special Meetings of June 6, 2012 and the Executive Session of June 6, 2012. Upon roll call vote, the following voted aye: Campbell and Reyes. Abstain: Hippen (May 21), Stutzke (May 29- both meetings, June 6-both meetings) and Zuithoff (May 21, May 29- both meetings, and June 6 first meeting). Motion carried.

**TREASURER'S REPORT:** On a motion by Campbell and a second by Zuithoff it was move to approve the May 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** Additional discussion took place about the merits of District supplied laptop computers. The Board directed staff to get additional cost estimates for computer tablets.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt updated the Board on various pieces of State legislation that was discussed but not acted upon in Springfield; namely the possible increase of the minimum wage and the reduction or elimination of the Corporate Personal Property Tax that the District receives from the State. Schuldt also alerted the Board as to the new project oriented section of the District's website; gave a trail update and discussed the issues surrounding our inability thus far to backfill the pools at Lawrence do so some issues with the Illinois Environmental Protection Agency.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on the Challand Middle School Sports Programs.

**NEW BUSINESS:**

On a motion by Campbell and a second by Stutzke it was moved to approve the Amendment of Ordinance 93-3 which pertains to a minimal change to the District's regular meeting agenda. Upon a roll call vote, the following voted aye: Campbell, Hippen Reyes, Stutzke and Zuithoff. Motion carried.

On a motion by Stutzke and a second by Campbell it was moved to approve the Prevailing Wage Ordinance 12-01 as presented. Upon a roll call vote, the following voted aye: Campbell, Hippen, Stutzke, Reyes and Zuithoff. Motion carried.

On a motion by Stutzke and a second by Campbell it was moved to approve, on a tentative basis the District's FY2013 budget and to place it on display for 30 days. Upon a roll call vote the following aye: Campbell, Hippen, Stutzke, Reyes and Zuithoff. Motion carried.

President Reyes indicated that a special meeting would be scheduled for 5:30 P.M. on June 26, 2012 at Frasor Center for the purpose of conducting the Board's Annual Budget Workshop.

**EXECUTIVE SESSION:**

On a motion by Campbell and a second by Stutzke, per section 2(c)(1) of the Illinois Open Meetings Act; to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the District; it was moved to adjourn into executive session. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

The Board adjourned into closed session at 8:55 P.M.

At 9:10 P.M. the Board reconvened into open session.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 9:11 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
June 18, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 8:57 P.M. on June 18, 2012 at the Duis Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District.

The Board reviewed the final version of the 2011-2012 Performance and Development Review form for the Executive Director. Executive Director Schuldt was then directed to complete the "employee section" of the form for the July 16, 2012 Board meeting. Each Board member will then, on an individual basis complete the "Board Member Review" section. After the individual reviews are completed, the Board will collectively meet to discuss each Board member's responses and then collectively meet with Executive Director Schuldt to discuss the results.

With no further discussion on a motion by Campbell and a second by Zuithoff the executive session was adjourned at 9:09 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen Reyes, Stutzke and Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Tuesday, June 26, 2012, commencing at 5:30 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** 2012-2013 Sterling Park District  
Budget Workshop

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
June 26, 2012**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 5:30 P.M. on June 26, 2012 at the Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Stutzke  
Zuithoff  
None  
Schuldt

**COMMISSIONERS ABSENT:**

**EXECUTIVE DIRECTOR PRESENT:**

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the meeting was to review the District's 2012-2013 Tentative Operating Budget.

Executive Director Schuldt reviewed the proposed budget including staffing levels, revenues, disbursements, fees and charges, tax rates and bond debt.

A public hearing on the proposed budget will be held at 6:30 pm. at Duis Center on Monday, July 16, 2012.

**ADJOURNMENT:**

With no further action, on a motion by Hippen and a second by Zuithoff, the special meeting was adjourned at 8:20 P.M. Upon roll call vote the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; July 16, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, immediately after the 6:30 P.M. Budget Public Hearing.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- None

### **APPROVAL OF MINUTES:**

- June 18, 2012 Regular Meeting
- June 18, 2012 Executive Meeting
- June 26, 2012 Special Meeting

### **TREASURER'S REPORT:**

- June, 201
- Internal Controls/Transparency
- Working Cash Fund

### **COMMUNICATION TO BOARD:**

- None

### **OLD BUSINESS:**

- Board Computers

### **COMMISSIONER'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- Board Training/Open Meetings Act

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

- Department Report

#### **DIRECTOR OF RECREATION REPORT:**

- Department Report
- Emerald Hill Fall Special

### **NEW BUSINESS:**

- Special Meeting Date-FY2013 Budget Approval

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

- Per Section 2(c)(1)(5) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District and the acquisition of real property.

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
July 16, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:35 P.M. on July 16, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Campbell and a second by Stutzke, it was moved to approve the minutes of the Regular Meeting of June 18, 2012; the Executive Meeting of June 18, 2012; and the Special Meeting of June 26, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Stutzke, Reyes and Zuithoff. Motion carried.

**TREASURER'S REPORT:** On a motion by Campbell and a second by Stutzke it was move to approve the June 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

Executive Director Schuldt reported on the various internal controls that are in place in regards to the handling of District funds by both part-time and full-time staff. Schuldt also indicated that staff was in the process of tightening those internal controls even further. In addition, Schuldt indicated that the District has begun to improve its financial transparency by posting a variety of documents on the District's website.

Schuldt reviewed the time-table if the Board wanted to establish a working cash fund. After some discussion it was the consensus of the Board to table this discussion for year since District fees are scheduled to increase next month.

**COMMUNICATION TO BOARD:**

None.

**OLD BUSINESS:** On a motion by Campbell and a second by Zuithoff it was move to purchase a laptop computer for each Board member per the specifications submitted by staff. Upon a roll call vote, the following voted aye: Campbell, Stutzke, Reyes and Zuithoff. Nay: Hippen. Motion carried.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S  
REPORT:**

Executive Director Schuldt reminded the Board that they are required to take the Open Meetings Training on-line course that can be found on the Illinois Attorney General's website by December 31, 2012.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on the summer basketball and volleyball programs as well as other activities within his Department.

**NEW BUSINESS:**

President Reyes scheduled a special meeting to be held at Frasor Center on July 24, 2012 at 5:30 P.M. to vote on the proposed Fiscal Year 2013 Budget and to hold another special meeting immediate after the budget meeting where the Board will adjourn into executive session to discuss an employment matter.

**EXECUTIVE SESSION:**

On a motion by Campbell and a second by Stutzke, per section 2(c)(1)(5) of the Illinois Open Meetings Act; to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the District; and to discuss the acquisition of real property; it was moved to adjourn into executive session. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

The Board adjourned into closed session at 9:00 P.M.

At 9:10 P.M. the Board reconvened into open session.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 9:11 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.



**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
July 16, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 9:00 P.M. on July 16, 2012 at the Duis Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District and to discuss the possible acquisition of real property.

Executive Director Schuldt distributed his self-evaluation as requested by the Board. Reyes indicated that each individual Board member now should complete the "Board's Section" and that at the upcoming special meeting those evaluations will first be reviewed by the Board and then with Schuldt.

**Paragraph redacted.**

With no further discussion on a motion by Campbell and a second by Zuithoff the executive session was adjourned at 9:09 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen Reyes, Stutzke and Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Monday, July 16, 2012, commencing at 6:30 P.M. This meeting will be held at the Duis Center, 211 East St. Mary's Road, Sterling, Illinois.

**AGENDA:** 2012-2013 Sterling Park District  
Budget Hearing

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
JULY 16, 2012**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 6:30 p.m. on July 16, 2012 at the Duis Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Stutzke  
Zuithoff

**COMMISSIONERS ABSENT:**

None

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**REPORT OF OFFICERS:**

President Reyes stated that the purpose was to receive public comment about the District's 2012-2013 tentative operating budget.

**ADJOURNMENT:**

With no public comment, on a motion by Stutzke and a second by Hippen, the special meeting was adjourned at 6:34 p.m. Upon roll call vote the following voted aye: Campbell, Hippen, Potter, Reyes, and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Tuesday, July 24, 2012, commencing at 5:30 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Adoption of the 2012-2013 Sterling Park District Budget

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
July 24, 2012**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 5:30 P.M. on July 24, 2012 at the Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Stutzke  
Reyes  
Zuithoff

**COMMISSIONERS ABSENT:**

Hippen

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the special meeting was to adopt the District's 2012-2013 Operating Budget.

On a motion by Campbell and a second by Stutzke it was moved to approve the District's 2012-2013 Budget and Appropriations Ordinance as presented with no amendments. Upon a roll call vote the following voted aye: Campbell, Stutzke, Reyes and Zuithoff. Absent: Hippen. Motion carried.

**ADJOURNMENT:**

With no further comments, on a motion by Stutzke and a second by Zuithoff, the special meeting was adjourned at 5:35 P.M. Upon roll call vote the following voted aye: Campbell, Stutzke, Reyes and Zuithoff. Absent: Hippen. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Tuesday, July 24, 2012, commencing at 5:35 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

AGENDA: Per Section 2(c)(1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Sterling Park District.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; August 20, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- Frank Nelson (Sterling Youth Baseball)
- Ben Rude (Sterling Sharks)
- Kim Fisk (Dog Park Request)

### **APPROVAL OF MINUTES:**

- July 16, 2012 Special Meeting
- July 16, 2012 Regular Meeting
- July 16, 2012 Executive Meeting
- July 24, 2012 Special Meeting (5:30 P.M.)
- July 24, 2012 Special Meeting (6:35 P.M.)-Cancelled

### **TREASURER'S REPORT:**

- July, 2012

### **COMMUNICATION TO BOARD:**

- Propheter Park Petition (Additional Lighting)

### **OLD BUSINESS:**

- None

### **COMMISSIONER'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- Abused/Neglected Child Reporting Act
- Duis Filter System Manual
- Smoking on Park Property (Ordinance Review)

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

- Department Report

#### **DIRECTOR OF RECREATION REPORT:**

- Department Report

### **NEW BUSINESS:**

- None

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

- Per Section 2(c)(1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
August 20, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on August 20, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** Frank Nelson of Sterling Youth Baseball and Ben Rude of the Sterling Sharks were both scheduled to address the Board in regards to ball field usage. They decided however that the two organizations would meet prior to any discussions with the Park Board and depending upon how those discussions go, there may not be a need to return to a future Board meeting.

Kim Fist requested the Park Board to consider adding a dog park facility to one of the District's parks. After several minutes of discussion President Reyes directed Executive Director Schuldt to form a Dog Park Committee with interested Sterling Township residents which would further investigate this request. In addition to Schuldt, Reyes also appointed Jennifer Campbell to serve as the Board's Representative on the Committee.

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Campbell, it was moved to approve the minutes of the Special Meeting of July 16, 2012; the Regular Meeting of July 16, 2012; the Executive Meeting of July 16, 2012 and the Special Meeting of July 24, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen (abstained July 24 meeting), Stutzke, Reyes and Zuithoff. Motion carried.

**TREASURER'S REPORT:** On a motion by Hippen and a second by Campbell it was move to approve the July 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** Schuldt indicated that a petition has been received to add additional lighting at Propheter Park and received a request from the Douglas Park Neighborhood Watch group to add more lighting at Douglas Park. Schuldt indicated that in both cases staff will be meeting with Commonwealth Edison to review options.

**OLD BUSINESS:** None



**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Schuldt reviewed the Illinois Abused and Neglected Child Reporting Act and how the District meets all of the requirements within the Act.

Schuldt also distributed the newly created Duis Center Filter System Manual as well as discussed the grant that Whiteside County recently received that among other things would encourage the elimination of smoking on all District property including its parks.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on the District's Day Trip program as well as other activities within his Department.

**NEW BUSINESS:**

None

**EXECUTIVE SESSION:**

On a motion by Campbell and a second by Stutzke, per section 2(c)(1) of the Illinois Open Meetings Act; to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the District; it was moved to adjourn into executive session. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

The Board adjourned into closed session at 8:00 P.M.

At 8:50 P.M. the Board reconvened into open session.

On a motion by Stutzke and a second by Hippen it was moved to increase Executive Director's annual salary by 3% retroactive to May 1, 2012. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 8:51 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
August 20, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 8:05 P.M. on August 20, 2012 at the Duis Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District, namely the evaluation of Executive Director Schuldt.

**Paragraph redacted.**

**Paragraph redacted.**

With no further discussion on a motion by Campbell and a second by Zuithoff the executive session was adjourned at 8:49 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen Reyes, Stutzke and Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; September 17, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- Lavonne Morgan (Golf League/Senior Golf Pass Prices)

### **APPROVAL OF MINUTES:**

- August 20, 2012 Regular Meeting  
- August 20, 2012 Executive Meeting

### **TREASURER'S REPORT:**

- August, 2012

### **COMMUNICATION TO BOARD:**

- Nile Hager (Southern Golf League)

### **OLD BUSINESS:**

- None

### **COMMISSIONER'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- Dog Park Committee Report  
- Duis Center Mechanical Room Manual

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

- Department Report

#### **DIRECTOR OF RECREATION REPORT:**

- Department Report

### **NEW BUSINESS:**

- Bond Issue Notification Public Hearing Date

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

- Per Section 2(c)(1)(5)(11) and Section 2.06(d) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District; to discuss the purchase or lease of real property; to discuss ongoing litigation against the District; and to review the minutes of all closed session meetings since the last review.

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
September 17, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on September 17, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	Stutzke
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** Lavonne Morgan, Tom Nester, Ruth Heflebower and several other "senior" golfers requested that the Board reduce the green fees for the Friday Night Couples League, consider charging out-of-district fees to non Sterling Township residents and to adjust the price differential between the individual and couple pass. After several minutes of discussion the Board indicated that they will consider their requests when staff presents the proposed fees for the 2013 season early next year.

**APPROVAL OF MINUTES:** On a motion by Zuithoff and a second by Campbell, it was moved to approve the minutes of the Regular and the Executive Meetings of August 20, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Absent: Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Hippen and a second by Campbell it was move to approve the August 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Absent: Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** The Board reviewed a letter from Nile Hager representing the Southern Golf League which plays at Emerald Hill two times each golf season. Staff has indicated to the League that there will be a fee increase for the 2013 season, and the league has requested that the Board not to increase their fee. After several minutes of discussion the Board directed staff to bring back additional financial information relating to the leagues use of the golf course. Once the Board reviews that a information then a decision will be rendered.

**OLD BUSINESS:** Schuldt indicated that Sterling Youth Baseball and the Sterling Sharks have yet to have their meeting concerning the shared use of some of the District's ball diamonds. Schuldt indicated that he will communicate to both organizations that a meeting should be scheduled as soon as possible.

**PRESIDENT'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Schuldt and Commissioner Campbell updated the Board on the progress of the Dog Park Committee. It was reported that the committee has met one time and is currently working on a master plan for the dog park. At this point in time it appears that Thomas Park would be the best District site for the park. Additional meetings will be held over the next several months before any final recommendations would be presented to the Board.

Schuldt distributed to the Board the newly created Duis Center Mechanical Room Operations Manual.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on the various activities within his department.

**NEW BUSINESS:**

President Reyes set the date for the Bond Issue Notification Act Public Hearing which will be held on October 30, 2012; 5:00 P.M. at Duis Center; 1913 Third Avenue, Sterling.

**EXECUTIVE SESSION:**

On a motion by Campbell and a second by Stutzke, per section 2(c)(1)(5)(11) of the Illinois Open Meetings Act; to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the District; to discuss the purchase or lease of real property; to discuss ongoing litigation against the District; and to review the minutes of all closed session meetings since the last review; it was moved to adjourn into executive session. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, and Zuithoff. Absent: Stutzke. Motion carried.

The Board adjourned into closed session at 8:20 P.M.

At 8:45 P.M. the Board reconvened into open session.

On a motion by Hippen and a second by Zuithoff it was move to fully release the executive minutes of June 18, 2012 and to partially release the minutes of March 17, 2012; April 16, 2012; May 29, 2012; June 6, 2012; and July 16, 2012. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Absent: Stutzke. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Zuithoff and a second by Campbell, it was moved to adjourn the regular meeting at 8:46 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, and Zuithoff. Absent: Stutzke. Motion carried.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
September 17, 2012**

**CALL TO ORDER:**

President Reyes called the Executive meeting of the Board of Commissioners to order at 8:23 P.M. on September 17, 2012 at the Frasor Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Campbell  
Hippen  
Reyes  
Zuithoff

**COMMISSIONERS ABSENT:**

Stutzke

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the executive session was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District; to discuss the purchase or lease of real property; to discuss ongoing litigation against the District; and to review the minutes of all closed session meetings since the last review.

The Board reviewed the closed session meeting minutes held between March and July of 2012 to determine what minutes or portion of minutes were releasable.

Schuldt reviewed the possible uses for the 1.75 acres of land and the two metal buildings on the property which is located next to Scheid Park in the event the property was made available to the District.

Schuldt indicated that the District's Attorneys are working on a formal settlement offer that has been verbally accepted by the Attorneys for Phil Hall. If an agreement can be quickly reached, than the case will be permanently closed.

Schuldt stated that since there was not a full Board present, he would wait to discuss the evaluation he received by the Board last month at a future meeting when all the Board members could be present.

With no further discussion on a motion by Campbell and a second by Zuithoff the executive session was adjourned at 8:44 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, and Zuithoff. Absent: Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; October 15, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

**SCHEDULED VISITORS:** - None

**APPROVAL OF MINUTES:** - September 17, 2012 Regular Meeting  
- September 17, 2012 Executive Meeting

**TREASURER'S REPORT:** - September, 2012

**COMMUNICATION TO BOARD:** - Tom and Sue Nester (EH Fees)

**OLD BUSINESS:** - None

**COMMISSIONER'S REPORT:** - None

**EXECUTIVE DIRECTOR'S REPORT:** - Dog Park Committee Report  
- Park Board Email Communications  
- Westwood Fitness Operations and Maintenance Manual

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** - Department Report

**DIRECTOR OF RECREATION REPORT:** - Department Report

**NEW BUSINESS:** - None

### **COMMUNICATION FROM VISITORS:**

**EXECUTIVE SESSION:** - Per Section 2(c)(1)(11) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District; and to discuss ongoing litigation against the District.

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
October 15, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on October 15, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Campbell and a second by Zuithoff, it was moved to approve the minutes of the Regular Meeting of September 17, 2012 and the Executive Meeting of September 17, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Abstain: Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Hippen and a second by Campbell it was move to approve the September 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** A letter was sent to the Board from Tom and Sue Hester asking for consideration to charge a higher fee to out-of-district pass holders at Emerald Hill. The Board indicated that golf fees at Emerald Hill will be discussed and acted upon for next season after the first of the year.

**OLD BUSINESS:** Executive Director Schuldt presented Dave Stutzke with a plaque from the Illinois Association of Park Districts honoring him for his 15 years of service as a Commissioner with the District.

**COMMISSIONER'S REPORT:** The Board requested staff to investigate the costs involved to ad Wi-Fi service at Duis Center and Westwood and to report back the findings at an upcoming Board meeting.



**EXECUTIVE DIRECTOR'S  
REPORT:**

Executive Director Schuldt updated the Board on the progress of the Sterling Dog Park Committee. Schuldt indicated that a conceptual plan of the Park is nearly completed and some initial grass-roots fundraising will be beginning in the next few months.

Schuldt distributed an updated and revised Westwood Fitness Operations and Maintenance Manual.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department as well as discussed the Ash-Bore tree disease and discussed its potential impact on the District and the community.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on the flag football and cheerleading program as well as other activities within his Department.

**NEW BUSINESS:**

None

**EXECUTIVE SESSION:**

On a motion by Campbell and a second by Stutzke, per section 2(c)(1)(11) of the Illinois Open Meetings Act; to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the District and to discuss ongoing litigation against the District; it was moved to adjourn into executive session. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

The Board adjourned into closed session at 8:15 P.M.

At 8:45 P.M. the Board reconvened into open session.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 8:46 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**STERLING PARK DISTRICT  
EXECUTIVE MEETING  
BOARD OF COMMISSIONERS  
October 15, 2012**

**CALL TO ORDER:** President Reyes called the Executive meeting of the Board of Commissioners to order at 8:18 P.M. on October 15, 2012 at the Duis Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the executive session was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District and to discuss ongoing litigation against the District.

During the executive session held in August, the Board evaluated Executive Director Schuldt. The Board indicated that he could take some time to review the evaluations and then at some future meeting comment on his review if so desired. Schuldt requested the opportunity to discuss a couple comments on his individual evaluations at the October meeting. Those comments were concerning the relationship between himself and the current Board as well as his relationship with outside agencies, mainly however Sterling Schools. Both the Board and Schuldt were satisfied with the outcome of this discussion.

Schuldt indicated that it appeared that the Hall litigation will be settled prior to trial. Both parties have agreed on most of the language of the settlement agreement as we are now just waiting for final approval from Hall's legal counsel. The agreed upon amount of the settlement is \$140,000 which for the most part will be paid by PDRMA.

With no further discussion on a motion by Campbell and a second by Zuithoff the executive session was adjourned at 8:44 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen Reyes, Stutzke and Zuithoff. Motion carried.

**NOTICE OF SPECIAL MEETING OF  
THE BOARD OF PARK COMMISSIONERS OF  
THE STERLING PARK DISTRICT,  
WHITESIDE COUNTY, ILLINOIS**

PUBLIC NOTICE HEREBY GIVEN that the Board of Park Commissioners of the Sterling Park District, Whiteside County, Illinois (the "*Park Board*") will hold a special meeting of the Park Board on the 30th of October, 2012 at 5:00 o'clock P.M., at the District's Administrative Office, 1913 Third Avenue, Sterling, Illinois.

The Agenda for the Meeting is as follows:

1. Conduct a public hearing concerning the intent of the Board of Commissioners of the Sterling Park District, Whiteside County, Illinois, to sell \$1,275,000 General Obligation Park Bonds.

Dated the 26th day of October, 2012.

Larry Schuldt  
Secretary, Board of Park Commissioners,  
Sterling Park District, Whiteside County,  
Illinois

MINUTES of a special public meeting of the Board of Park Commissioners of the Sterling Park District, Whiteside County, Illinois, held at the Sterling Park District Administrative Office, 1913 Third Avenue, Sterling, Illinois, in said Park District at 5:00 o'clock P.M., on the 30th day of October, 2012.

\* \* \*

The meeting was called to order by the President, and upon the roll being called, Marvin Reyes, the President, and the following Park Commissioners were physically present at said location; Sterling Park District Administrative Office, 1913 Third Avenue, Sterling, Illinois: Marvin Reyes, Jeff Hippen and Jennifer Zuithoff.

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: None.

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participated in the meeting in any manner or to any extent whatsoever: Jennifer Campbell and Dave Stutzke..

At 5:00 o'clock P.M., the President announced that the next agenda item for the Board of Park Commissioners was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell \$1,275,000 General Obligation Park Bonds (the "*Bonds*") for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, and explained that all

persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The President opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: For the payment of land condemned or purchased for parks, for the buildings, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment and expenses incident thereto.

Whereupon the President asked for additional comments from the Park Commissioners. Additional comments were made by the following: None.

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*. None.

Whereupon the President asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following: None.

The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Park Commissioner Reyes moved and Park Commissioner Zuithoff seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Park Commissioners voted AYE: Reyes, Hippen and Zuithoff.

Whereupon the President declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Larry Schuldt  
Secretary, Board of Park Commissioners

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; November 19, 2012 at the Duis Recreation Center; 211East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

- None

### **APPROVAL OF MINUTES:**

- October 15, 2012 Regular Meeting
- October 15, 2012 Executive Meeting
- October 30, 2012 Special Meeting

### **TREASURER'S REPORT:**

- October, 2012
- FY2012 Audit Review

### **COMMUNICATION TO BOARD:**

- None

### **OLD BUSINESS:**

- None

### **COMMISSIONER'S REPORT:**

- None

### **EXECUTIVE DIRECTOR'S REPORT:**

- Dog Park Committee Update
- ADA Transition Plan
- Duis Center Pool Closing (December 16-30)
- Board Open Meetings Act Training

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

- Department Report

#### **DIRECTOR OF RECREATION REPORT:**

- Facility Wi-Fi Service
- Community Wide Survey

### **NEW BUSINESS:**

- Flexible Benefit Program
- Ordinance 2012-02 – an Ordinance providing for the issue of \$1,275,000 General Obligation Bonds, Series 2012 of the Sterling Park District, Whiteside County, Illinois and the levy of a direct tax sufficient to pay the principal and interest of said bonds.

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

- None

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
November 19, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on November 19, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Zuithoff and a second by Stutzke, it was moved to approve the minutes of the Regular Meeting and the Executive Meeting of October 15, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

On a motion by Hippen and a second by Campbell, it was moved to approve the minutes of the Special Meeting of October 30, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes and Zuithoff. Abstain: Stutzke. Motion carried

**TREASURER'S REPORT:** On a motion by Zuithoff and a second by Campbell it was move to approve the October 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** The Board requested staff to consider adding boxing/body bag equipment to the fitness area at Westwood. After several minutes of discussion the Board directed staff to develop a fitness related survey that would be distributed to the District's fitness patrons. Executive Director Schuldt stated the staff will present a draft survey to the Board during the winter of 2013.



**EXECUTIVE DIRECTOR'S  
REPORT:**

Executive Director Schuldt updated the Board on the progress of the Sterling Dog Park Committee. Schuldt indicated that a conceptual plan of the Park is nearly completed and some initial grass-roots fundraising will be beginning in the next couple of months.

Schuldt distributed the District's American With Disabilities Act Transition Plan. Schuldt indicated that the Plan has been posted on the District's website.

Schuldt noted that the pool at Duis Center will be closed from December 16-December 30 for repairs to the main drain in the diving well.

Schuldt reminded the Board that they need to complete their Open Meetings Act/Freedom of Information Act training before the end of the year.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer reported on the costs associated with the installation of Wi-Fi at Duis Center, Emerald Hill and the fitness area/track area/Building 3 at Westwood. Depending upon the timing, the equipment costs would be approximately \$19,000-\$24,000 with the annual costs of about \$4,600. In the soon to be developed fitness survey, a question relating to Wi-Fi and whether or not patrons would support it with a small nominal fee will be asked. After the surveys are analyzed, it will be decided whether or not to further consider providing such a service.

Zepezauer presented a draft of a community wide survey that will be distributed early next year. After several minutes of discussion, a revised survey will be presented to the Board at the December meeting for further review.

**NEW BUSINESS:**

On a motion by Hippen and a second by Campbell it was moved to approve the revisions to the District's Flexible Benefit Program as presented. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

On a motion by Hippen and a second by Stutzke it was moved to approve Ordinance 2012-02 providing for the issue of \$1,275,000 General Obligation Bonds, Series 2012 of the Sterling Park District, Whiteside County, Illinois and the levy of a direct tax sufficient to pay the principal and interest of said bonds. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 8:30 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.



## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; December 17, 2012 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

**SCHEDULED VISITORS:** - None

**APPROVAL OF MINUTES:** - November 19, 2012 Regular Meeting

**TREASURER'S REPORT:** - November, 2012

**COMMUNICATION TO BOARD:** - Nile Hager, South Route Golf League

**OLD BUSINESS:** - FY2012 Audit

**COMMISSIONER'S REPORT:** - None

**EXECUTIVE DIRECTOR'S REPORT:**

- Duis Center Maintenance Manual
- PDRMA 2012 Loss Control Review (Steve Brenner)
- Dog Park Committee Update

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** - Department Report

**DIRECTOR OF RECREATION REPORT:**

- Emerald Hill Fee Presentation
- Community Wide Survey
- Department Report

**NEW BUSINESS:**

- 2012 Tax Levy Ordinance
- Woodlawn Arts Academy Request
- Alcohol in Hoover for June 2013 Play

### **COMMUNICATION FROM VISITORS:**

**EXECUTIVE SESSION:** - None

### **ADJOURNMENT:**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
December 17, 2012**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on November 17, 2012 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Campbell Hippen Reyes Stutzke Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Zuithoff and a second by Stutzke, it was moved to approve the minutes of the Regular Meeting of November 19, 2012. Upon roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**TREASURER'S REPORT:** On a motion by Campbell and a second by Hippen it was move to approve the November 2012 Treasurer's Report. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** A letter from Nile Hager was discussed. Mr. Hager expressed displeasure with the fact that the South Route Golf League was told that there would be no special deals for their organization when special deals were given to former Lake View golfers.

**OLD BUSINESS:** On a motion by Hippen and a second by Stutzke it was move to approve the District's FY2012 Audit as presented. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt updated the Board on the progress of the Sterling Dog Park Committee as well as distributed the newly created Duis Center Maintenance Manual.

Risk Manager Steve Brenner gave a detailed presentation about the District's 2012 PDRMA Loss Control Review. The District scored 98.23% out of 100% achieving the highest score since joining the self-insured group in 1989.

Schuldt noted that the pool at Duis Center will be closed from December 16-December 30 for repairs to the main drain in the diving well.

Schuldt reminded the Board that they need to complete their Open Meetings Act/Freedom of Information Act training before the end of the year.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer gave a detailed presentation about the proposed fees for the 2013 golf season at Emerald Hill. Zepezauer also reviewed the financial position of the golf course for the last several years and discussed the impact of the proposed fees moving forward. The Board indicated that they would review the information presented further and vote the proposal at the January Board meeting.

Zepezauer presented the second draft of the community wide survey that will be distributed in the coming months as well as reviewed some of his Department's activities.

**NEW BUSINESS:**

On a motion by Stutzke and a second by Zuithoff it was moved to approve the \$1,091,000 Tax Levy for 2012 as presented upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

On a motion by Hippen and a second by Campbell it was moved to allow alcohol in Hoover Park for two events in June 2013 presented by Woodlawn Arts Academy. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Campbell, it was moved to adjourn the regular meeting at 8:50 P.M. Upon a roll call vote, the following voted aye: Campbell, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.