

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, January 19, 2016**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, January 19, 2016.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Schulz, Tucker and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **None**

Staff members present were Director Dan Gible, Jackie Hienbuecher, Kirk Lundbeck, Lisa Metcalf, Sarah Rex, Intern Matt Peterson, and Recording Secretary Jeanette Freeman.

Guests at the Board meeting were:

Brett Rowland, Daily Chronicle
Robert Dobberstein, Esmond, IL
Melissa Dobberstein, Esmond, IL
Derke Price, Ancel Glink
Karen Daleo, C/O NB & T – Mary Stevens Lecture Fund

Regular and Consent Agenda Approval –

Motion

Commissioner Tucker moved to approve the Regular Agenda and Consent Agenda.
Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the December 22, 2015 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Motion

Commissioner Tucker moved to approve the November 24, 2015 Executive Session Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$174,541.50.
Commissioner Graves seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Correspondence –

- Clubhouse Rental – Tina Thompson
- DCEDC Letter
- Mary E. Stevens Concert & Lecture Fund – NB & T
- Marlie – FSA Senior Center

Public Input –

Director Gibble noted we are working with the City and meeting with the Police Chief tomorrow on the Dogs Do Program. This is in the beginning stages, but working on raising awareness about dog handling in our community and in our parks jointly with the Police Department. There will be more information in the future. Commissioner Graves offered the help of the Dog Park Committee. Director Gibble noted that in the future the committee can be involved. Commissioner Graves suggested getting this into the elementary schools.

Program Supervisor Lisa Metcalf – She introduced our Intern Matt Petersen for the Spring semester. He is from NIU and majoring in Kinesiology. She welcomed him and noted we are excited to have him on board. Matt noted he is excited to be here and has already met some of the staff. He is looking forward to helping out for the next few months.

Presentation of Sycamore Park District Appreciate Awards – Sarah –

President Strack noted we started this year recognizing people and organizations that have given a helping hand to the Park. Program Supervisor Sarah Rex talked about the two recipients for 2015.

The first recipient is the Mary E. Stevens Concert and Lecture Fund represented by Karen Daleo, C/O NB & T Bank. Karen manages the fund and she has been very helpful to Sarah. The Mary E. Stevens name is seen throughout the community and we are lucky to have that consistent support for the concert series which started in 2007. This has helped grow the concert series into a community event. Karen was then given an award. Karen Daleo noted this fits well with the trust fund.

The second recipient is Robert Dobberstein. He has been helping us and volunteering for about 10 years. He has helped out with concessions, Storm Days, concerts, special events and some little maintenance projects. Robert is always asking how he can help. He is an ambassador for the Park District. He was then given his award.

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Monthly Department Report – Program Supervisor Sarah Rex – Sarah noted you will hear a lot from her about marketing. Staff has been working really hard to compile a list of things we do at the District that is Green. Some of these are new and some the staff have already been doing. The purpose of this is to integrate this into the story we are already telling about the District as a whole. This will be put in the Summer brochure and in the fall we will look at expanding it. We want this to become part of the voice of the District.

Old Business –

Report on Action 2020 Committees –

Director Gible noted the January 14th meeting went well. We were together for part of the meeting and then broke down into individual groups. Commissioner Kroeger noted it was all positive feedback. He noted the Community Center Concept went over very well. He felt the overall campus design is progressing and everyone is buying into it. Commissioner Schulz noted what she heard from everyone was exciting and everyone seems to be focused on their committees. Commissioner Graves noted the Dog Park Committee was ok with the location on the campus of the dog park. President Strack noted the next Trials meeting will be on February 16th with Brian Gregory and Nathan Swartz from the City.

Leaf a Legacy – President Strack noted Sarah has been working on the fundraising event in September. Commissioner Schulz noted the next meeting will be February 2nd. President Strack noted that we are up to \$44,000 in contributions. They have met with SYB & SGS and they are putting together a grant application with Major League Baseball. This may be a way for them to make their donation. We are making progress and talking to some organizations about possible contributions. Director Gible noted we continue to have behind the scenes meetings with community members.

Joint Meeting with City Council – President Strack noted he met with Brian Gregory and Ken Mundy and discussed topics that are important to having open dialogue with the City at the meeting.

Adopt Position on Park Dedications – Director Gible noted the Board has his recommendation on this. We need to have a written agreement with the developers when the land dedications will take place. He asked Derke to be here tonight to talk about the options available to the District. Derke went over the options that the Park District has available to pursue this.

Motion

Commissioner Tucker moved to approve the position to present to the City Council as recommended. Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Records Retention Update –Recording Secretary Jeanette Freeman noted this is an ongoing project. Antoinette is in the process of getting the volume on the records we already have inventoried. The record itself determines when you can dispose of records, not the volume but the State still needs the volume. There is still more to inventory, since this has never been done before.

Intergovernmental Agreement Providing for Property Tax Abatement for Industrial, Logistics, and Knowledge Based Firms in the City of Sycamore: First Review – Director Gible noted this updates the agreement that we had with the same bodies starting in 08 or 09. It was a three year sliding scale. The City asked us and other agencies to move to a five year sliding scale. This is the first review and will bring to the next meeting for final approval.

New Business -

Earning Instruments for Funds – Director Gible noted he wanted to let the Board know he will be bringing recommendations to the next month's meeting on how we can generate interest on the taxpayers' dollars to keep costs down.

First Review of Executive Summary – Recording Secretary Jeanette Freeman noted this is the first draft. She asked everyone to let her know if any changes are needed. We will bring back next month for the final approval.

Bi-Annual Review of Executive Session Minutes – Director Gible noted this is the latest review of the Executive Session minutes. He is recommending approval as stated in his Staff Recommendation.

Motion

Commissioner Schulz moved to approve as recommended – Year 2013 Executive Session Minutes release only April 23, June 18, and June 25 and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago. Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Tax Abatement: Alternate Revenue Bonds Ordinance 01-2016 – Supt. of Finance Jackie Hienbuecher noted this has to be filed annually.

Motion

Commissioner Graves moved to approve Ordinance 01-2016. Commissioner Kroeger seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

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First Review of MOU's – Program Supervisor Lisa Metcalf noted she had sent the MOU's to all four affiliates we have agreements with. They all seem to be on board. The major change was going from a one year to a three year agreement and they are very happy with that. We are finalizing a few details with Girls Softball. We told them we will be upping the fees by November of next year. Director Gibble noted we haven't increased their fees in eight or nine years.

Final Review of Capital Asset Inventory – Supt. of Finance Jackie Hienbuecher noted she made the final changes that had been requested. We will be using this report as we move forward.

Motion

Commissioner Tucker moved to approve the Capital Asset Inventory. Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Approval of Expense for Land Appraisals – President Strack noted he has had discussion with the Ad Hoc Committees regarding this. Three appraisals will be about \$15,000, but we may go with only 2 appraisals. It is possible that the School District and the Park District will split this cost. The Districts Council feels that the City should help pay for this also. He is looking for direction from the Board if they are ok with making the expenditure. This will happen every three years. Director Gibble encourages the Board splitting the cost three ways this time. President Strack noted he will talk to the City on this.

Motion

Commissioner Graves moved to approve this with a three way split between the Park District, School District and City of Sycamore with two appraisals. Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Review of Findings from Joint Aquatic Facility Survey – Director Gibble wanted the Board to see the data so they could comment or ask questions on this. There is a lot to be gained to do a joint aquatic facility. We will continue to keep the channels open. President Strack noted he was surprised there was not more support and it can be revisited at a later date.

Review of By-Laws for Board Policy: Communication from Executive Director – Director Gibble noted that at the last meeting there was discussion about scaling back on items that the Board communicated to or with. He has identified for the Board what he will focus on what he will give them information on. These are in the Board By-Laws.

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Setting of Date for Next Study Session – Director Gibble noted that approximately 5-6 weeks from now further refinements will be in place for the campus project. We may also be nearing the annexation agreement for the campus and sports complex project. He asked that the Board give him two dates around that time that all of the Board could be available. He could then talk to Farnsworth to see what would work for them. The dates they came up with were March 1 at 6 pm or March 8 at 6 pm.

Public Input

Commissioner Graves noted he looks at all stuff and he feels proud and impressed with everything going on with the Park District. We have come a long way and it is exciting to be a part of and he thanked everyone.

President Strack noted that one thing they will be talking about at the joint meeting is asking that we be on the front end of annexation agreements.

Motion

The Board adjourned the Regular Session at 7:40 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Kroeger.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District