

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, February 23, 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 6:02 p.m. on Tuesday, February 23, 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, and Recording Secretary Jeanette Freeman.

Guests at the Board meeting were:

John Mayer, ERA, Warrenville, IL

**Regular and Consent Agenda Approval –
Motion**

Commissioner Schulz moved to move the Update on Parking Lot Expenses to first in Old Business and then approve the Regular Agenda and Consent Agenda. 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.

**Approval of Minutes –
Motion**

Commissioner Tucker moved to approve the January 19, 2016 Regular Meeting Minutes, January 14, 2016, February 1, 2016 and February 2, 2016 Special Meeting Minutes. Commissioner Schulz seconded the Motion.

Voice Vote

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

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Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$115,235.49.
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.

Correspondence –

- Clubhouse Rental – Mary Larocco
- Toys for Tots Thank You

Public Input – None

Monthly Department Presentation – Supt. of Finance Jackie Hienbuecher – She gave a presentation on where we are with our technology. Some of the recommendations included our Wide Area Network, Phone System, and our software specifically Office 365 and our Recreation Software. We changed our internet provider to Comcast to try to help with our wide area network. We did keep Frontier modem as a backup in case Comcast goes out. We completed the fiber installation in June of 2015 and this helped the Maintenance the most. The fiber installation allows us the ability to expand. She is in the process now of researching the phone systems out there. On the software part of it, we have had Office 365 migrated and everything is on a cloud. Lisa and Sarah are looking at the Recreation software and hope to have it in by September. We have also gotten a new website and new credit card terminals with chip readers. We are also looking at ways to automate the beverage cart and if we can take credit cards at the baseball concessions.

Old Business –

Update on Parking Lot Expenses – Director Gibble noted he asked John Mayer from ERA to update the board on the Phase 1 Engineering for the Trail project and explain the issue with the last round of parking/paving. We thought we had made the last round of payment, but have found recently that there has been additional billing. He wanted John to help explain where this additional billing has come from. John explained what his position is with ERA and then went on to let the Board know how the problem of the additional \$14,000.00 billing came from.

Update on Action 2020 Committees and Leaf A Legacy -

Commissioner Graves noted the Dog Park Committee met. He noted there was a little confusion over the Joint Meeting the Park Board had with the City Council on the dog park fees.etc. The discussed there may be some fees, but it was tables and decided to let the board decide. They are ready to go on the fundraising. President Strack noted the Trails committee met and they focused on road trails. He noted that Brian Gregory, and Mark Bushnell with the City, along with Nathan Schwartz with the County, noted the roads are not conducive to having trails on the roads.

Update on Action 2020 Committees and Leaf A Legacy- cont'd – The City communicated to the group they would add signage on the select streets. Director Gible noted he has on the draft agenda of the March study session a standard structure for all committees to use. Sarah will be discussing this at the study session.

Intergovernmental Agreement Providing for Property Tax Abatement for Industrial, Logistics and Knowledge based firms in the City of Sycamore.

Motion

Commissioner Tucker moved to approve the recommended Intergovernmental Agreement. 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.

Adoption of Executive Summary – Office Manager noted she had made the corrections asked for at last month's meeting. If there are no other changes, she recommends approval.

Motion

Commissioner Tucker moved to approve the Executive Summary. Commissioner Schulz seconded the Motion.

Roll Call

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

Approval MOU's – Program Supervisor Lisa Metcalf noted that she has received 3 out of the 4. She is waiting for the AYSO one, but expects that in next few days. AYSO is waiting for signatures.

Motion

Commissioner Schulz moved to approve the 3 MOU's that are signed. 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.

New Business -

Award Tree Replacement Bid – Supt. of Parks Jeff Donahoe noted 7 different companies took bid specs with 3 companies bidding. He noted this bid was just an amount of money with certain parameters and asked how many total trees.

Motion

Commissioner Schulz moved to approve the bid by Alaniz Landscape Group. 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.

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New Business -cont'd

Draft Budget Appropriation Ordinance – Supt. of Finance Jackie Hienbuecher noted this is a draft and has to be on display for 30 days prior to the final action. This will be brought back for approval at the March meeting.

Approval of Expense for Land Survey and Analysis – President Strack noted he wants to address in the future the trail segment that goes along the west edge of the old Lenschow property. There would need to be an environmental assessment done and if no environmental issues, then get a possible survey. The environmental assessment would be approximately \$7500.00. This is not in the budget for this year, so needed the Board approval to go further with this. Director Gibble recommended that we at least allocate money for the ESA.

Motion

Commissioner Tucker moved to approve the Environmental Assessment no to exceed \$7500.00. 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.

Discussion Regarding Construction Management – Director Gibble noted he provided information to the Board. This will be discussed more at the study session meeting, since Farnsworth will be at that meeting also. He wanted to give the board background information on the different options. Commissioner Kroeger gave more information on the options also.

Campus Planning Update – Discussed in the above.

Setting of Date for Next Study Session – This was discussed earlier.

Public Input

President Strack noted we had engaged appraisers for impact fee discussions and the City has agreed to pay for 1/3 of the cost. This would be approximately \$3300.00 for the Park, the City and the School District. He hopes to receive the appraisals in the next 30 days. Depending on what these come back as will determine the next steps.

Commissioner Tucker noted she is still the rep for the Park District for the Midwest Museum. They have been trying to figure out legally if they can stop the free days.

Commissioner Kroeger gave congrats to our two guys that passed the Maintenance Management School.

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Motion

The Board adjourned the Regular Session to go into Executive Session at 7:43 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

Roll Call

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board convened to Executive Session at 7:45 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Director Gibble as Secretary and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 8:26 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District