

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, October 25, 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 6:03 p.m. on Tuesday, October 25, 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 Kroeger, Schulz, Tucker and Strack. Commissioner Graves arrived at 6:07 pm.**

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: **Commissioner Graves. Commissioner Graves arrived at 6:07 pm.**

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf.

**Guests at the Board meeting were:**

Brian Grainger, 3697 Eagle Ct., DeKalb, IL Grainger Construction  
Kevin, CES

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda with the change of moving Agenda Item #95 to before Agenda Item #69 under new business. Commissioner Kroeger seconded the Motion.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent at this time.

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the September 27, 2016 Regular Meeting Minutes and September 20, 2016 Study Session 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 4-0. Commissioner Graves was absent at this time.

**Motion**

Commissioner Schulz moved to approve the September 20, 2016 Study Session Executive Session Minutes to stay confidential. Commissioner Tucker seconded the Motion.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent at this time.

### **Claims and Accounts Approval**

#### **Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$101,216.96.  
Commissioner Tucker seconded the Motion.

#### **Roll Call**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent at this time.

#### **Correspondence –**

- Jeff Strack Thank You
- CH Questionnaire – Kim Cassens
- Sycamore Ladies “Niners” Golf League Thank You
- IDOT – ITEP Grant
- Sycamore History Museum – Thank You

#### **Public Input - None**

**Monthly Department Presentation – Jeff Donahoe – Supt. of Parks & Facilities** – Jeff went over the results from the PDRMA review. He noted we had the final review last week with reviews earlier in the year. There are numerous categories that we are graded on with a point system. On the first review we received an 85 (which is needed to pass) and then we received an 96.25 on the final review. Because we received over 95, we get \$1500.00 back from them to use on safety items, training, equipment, etc. If we get a good score again next year, we will then be accredited. Then they will only come out every 4 years to review us.

#### **Positive Feedback –**

Commissioner Graves noted the Pumpkin Scramble was great and was full.  
Supt. of Golf Ops Kirk Lundbeck noted he and Sarah did better at marketing it this year.

#### **Old Business**

**Construction Management Report** – Director Gible noted we will need the Nov. 15<sup>th</sup> study session. The process of beginning to refine to specific drawings continues. We will be having a meeting with them to go over finishes, colors and placement of cabinets and outlets, etc. He gave the Board a revised timeline for the Dog Park and Splashpad.

#### **Report on Action 2020 Committees –**

- Commissioner Graves noted the Dog Park Committee post cards are going out next week.

**Update on Leaf a Legacy-** Director Gible noted we are between \$725,000 and \$750,000.

**Award Bid on ADA Pool Work –**

**Motion**

Commissioner Tucker moved to approve the Base Bid and all four alternates at a total of \$225,750, and the contract to Sjostrom of Rockford. 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.

**Amend License Agreement for Trail with City of Sycamore** – Director Gible noted the Board approved this back in August, but since then Mark Bushnell with the City of Sycamore had a conversation with State and Federal officials and they need this amendment to the license agreement.

**Motion**

Commissioner Schulz moved to authorize the amendment to the License Agreement. 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.

**New Business**

**Consideration of Land Swap and Easements Adjacent to Old Mill Park** – President Strack noted he is friends with Brian, so he will be abstaining from this discussion and any vote on this matter. Director Gible noted that Brian came to see him on a possible land swap. He is seeking from the Board authorization to negotiate these matters on behalf of the Board and bring recommendations to the Board at the appropriate points. Brian Grainger and Kevin with CES (the engineer he is using) talked about the land swap. There was discussion on this matter.

**Motion**

Commissioner Tucker moved to authorize the Executive Director to negotiate these matters and bring recommendations to the Board at the appropriate points. Commissioner Kroeger seconded the Motion.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack abstained.

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**First Draft Capital Budget** – Supt of Finance Jackie Hienbuecher noted this is the 1<sup>st</sup> draft of the Capital Budget.

**Appoint IAPD Annual Meeting Delegates and Conference Details** – Supt. of Finance Jackie Hienbuecher noted conference is Jan. 19 to Jan. 21 and she needs to book rooms soon. The Board appointed President Strack as the Delegate and Commissioner Graves as the 1<sup>st</sup> Alternate.

**Motion**

Commissioner Schulz moved to name President Strack as the Delegate and Commissioner Graves as the 1<sup>st</sup> Alternate. 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.

**Update Regular Fees for Field Use** – Supt. of Parks & Facilities Jeff Donahoe noted the price to the user groups has not changed in approximately 8 years. They have figured out what the current cost is to maintain the fields to come up with the new fee.

**Motion**

Commissioner Schulz moved to approve the Sports Fields Preparation Fee Increase as recommended. 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.

**Approve Supplemental Field Fees for Leaf a Legacy** – Program Supervisor Lisa White noted this fee is on top of the regular fees and is for Leaf a Legacy. This will be for all non affiliate rentals.

**Motion**

Commissioner Kroeger moved to approve the supplemental field fees for Leaf a Legacy. 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.

**Approve Electrical Rates -**

**Motion**

Commissioner Tucker moved to ratify the contract for a renewal of electricity rates with Dynegy Energy who had the lowest 100% renewable rate, .05518 for a term of three years. Commissioner Schulz seconded the Motion.

**Roll Call**

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

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**Approve Revisions in Investment Policy -**

**Motion**

Commissioner Tucker moved to approve the revisions in the investment policy as presented. 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.

**Approve Medical, Dental, Life Insurance Rates for 2017 -**

**Motion**

Commissioner Schulz moved to approve the rates as presented for 2017. 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.

**Adopt Land Acquisition Policy -**

**Motion**

Commissioner Tucker moved to approve the Land Acquisition Policy as presented. 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.

**Blood Born Pathogen/Communicable Disease Policy -**

**Motion**

Commissioner Schulz moved to approve the Blood Born Pathogen/Communicable Disease Policy as presented. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Final Review and Approval of Personnel Policy –** Director Gibble discussed the changes that were made to the policy.

**Motion**

Commissioner Tucker moved to approve the Personnel Policy as presented. 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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**Setting of Date for Next Study Session** - Nothing new at this time.

**Public Input - None**

**Motion**

The Board adjourned the Regular Session at 7:41 p.m. on a motion made by Commissioner Graves. 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