

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, June 28, 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, June 28, 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, Tucker and Schulz.**  
**Commissioner Strack was absent.**

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 Strack.**

Staff members present were Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, Sarah Rex, and Recording Secretary Jeanette Freeman.

**Guests at the Board meeting were:** None

**Regular and Consent Agenda Approval –  
Motion**

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

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the ~~May 24~~~~April 26~~, 2016 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Claims and Accounts Approval**

**Motion**

Commissioner Kroeger moved to approve and pay the bills in the amount of \$199,390.25.  
Commissioner Graves seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Correspondence –**

- First National Challenge
- DCEDC Letter

**Public Input –**

**Monthly Department Presentation – Program Supervisor –Sarah Rex –** She went over the process for the brochure mailings. She also noted that some brochures are taken to the local businesses. The cost to produce the brochure is approximately .55 cents and .16 cents to mail the brochure for an approximate total cost of .71 cents per brochure. We are working on a quote from 2012 with the current printer, so this next year she will be getting new quotes from more companies. She is going to try adding a small mailer to go out after Christmas. She feels right now the brochure is still our number one way to communicate with our citizens.

**Positive Feedback/Reports –**

- Commissioner Graves noted the Spartan Open had the most money raised. The staff and golf pro did an outstanding job. They will be getting together to get the numbers. He noted the golf was excellent and the service was excellent. Director Gible asked to have a request asked at the meeting. We would like them to bring in the coolers the day before so they can be filled with ice and then we have overnight to make more ice to prevent running out.
- Commissioner Tucker gave kudos to Jeff Donahoe and staff – the flag pole and monument looks great.
- Commissioner Kroeger noted he was by the Park and saw it was packed.
- Supt. of Parks Donahoe noted the Storm Tournament went really well.
- Commissioner Schulz noted she heard a little bit about the concessions. Supt. of Finance Hienbuecher noted this is one of the highest weekends in a while for Storm tournament. Having a credit card machine out there helped assist in sales. Supt. of Parks Donahoe noted he received a lot of compliments on our complex. There were teams from KY that were surprised at how nice everything was and like that the fields are all together and concessions is in the middle. There were 76 teams and it was capped at that and they actually turned down 40 teams.
- Commissioner Schulz noted she has had a lot of feedback on the Pool Employee of the Day. The text blast on swim lessons is great. Program Supervisor Lisa Metcalf noted this if a parent gave the cell number they all got the text if changes or cancellations to the swim lessons.

**Sycamore Park District Annual Board Meeting and Election of Officers**

Vice President Schulz called the annual meeting to order. Vice President Schulz then turned the meeting over to Director Gibble. Director Gibble opened the floor for nominations for Vice President.

Director Gibble opened the floor for nominations for Vice President.

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>Vice Pres.</b>	<b>Michelle Schulz</b>	<b>Ann Tucker</b>	<b>Daryl Graves</b>	<b>(4) Ayes</b>

Director Gibble closed the floor for nominations for Vice President.

**Roll Call**

Director Gibble called for a roll call to close the nominations for Vice President. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Roll Call**

Director Gibble called for a roll call to vote on the nomination. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

Director Gibble then turned the balance of the nomination process over to the Vice President Michelle Schulz.

Vice President Schulz opened the floor for nominations for President.

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>President</b>	<b>Ted Strack</b>	<b>Ann Tucker</b>	<b>Bill Kroeger</b>	<b>(4) Ayes</b>

Vice President Schulz closed the floor for nominations for President for the coming year.

**Roll Call**

Vice President Schulz called for a roll call to close the nominations for President. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Roll Call**

Vice President Schulz called for a roll call to vote on the nomination. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

Vice President Schulz opened the floor for nominations for Treasurer.

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>Treasurer</b>	<b>Jackie Hienbuecher</b>	<b>Ann Tucker</b>	<b>Daryl Graves</b>	<b>(4) Ayes</b>

Vice President Schulz closed the floor for nominations for Treasurer for the coming year.

**Roll Call**

Vice President Schulz called for a roll call to close the nominations for Treasurer. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Roll Call**

Vice President Schulz called for a roll call to vote on the nomination. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

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**Secretary:** Daniel Gible

**Recording Secretary:** Jeanette Freeman

**Legal Services:** Ancel Glink

**Audit Services:** Lauterbach & Amen, LLP

**IAPD Legislative Contact:** Commissioner Strack

**Board Member Delegate to State Conference:** Commissioner Strack

**FOIA Officers:** Daniel Gible, Kirk Lundbeck– will remain as indicated/recommended.

**Open Meetings Act Official:** Board President and Vice President– will remain as indicated/recommended.

**ADA Coordinators:** Kirk Lundbeck and Lisa Metcalf.

**Plan Commission Representative:** Commissioner Schulz- will remain as indicated/recommended.

#### **Roll Call**

Vice President Schulz called for a roll call for the above nominations. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

#### **Roll Call**

Vice President Schulz called for a roll call to vote on the nomination. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

Vice President Schulz Closed the Annual Meeting for 2016.

#### **Old Business –**

#### **Bond Proceeds Investment Strategy: Jacob Stark/American Deposit Management – Dan-**

Director Gible noted he wanted to give the board what options are out there to manage the proceeds from the bonds. He introduced Jacob Stark and Kelly Brown with American Deposit Management. Both Jacob and Kelly went over what service they provide. Director Gible noted they have another firm that will come present to the board and later he and Supt. of Finance will bring a recommendation to the Board.

#### **Report of Action 2020 Committees –**

- Commissioner Graves noted the Dog Park committee is going good and he has a few people that are interested in working on grants. Director Gible noted he and Sarah had forwarded some links on Dog Park Grants.
- Commissioner Schulz noted the Community Center Committee had a fundraising meeting. Director Gible noted he would like them to meet with Dan Templin of the DCCF to apply for a grant.

**Update on Leaf a Legacy –** Commissioner Schulz noted this is continuing. Director Gible noted we have 3-4 large grant requests out there.

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**Park Tour** – Supt. of Parks Jeff Donahoe noted the park tour will be scheduled for July 5<sup>th</sup> or July 8<sup>th</sup>.

**Rotary Golf Outing** – Director Gibble noted the outing is tomorrow and would be appreciated if the board could stop by and thank them for the \$25,000 gift they gave the Park.

**Annexations to the City of Sycamore** – Commissioner Schulz noted the annexation for the 80 acres for the soccer complex as well as the acreage across the street went before planning commission and unanimously supported and was sent to the City Council. It was then passed at the City Council meeting. Director Gibble noted that night was a recognition of a retiring officer. There were a number of police officers and they came up to him and said this is so great for the community.

**Updates on Technology:**

**Phone System – Jackie** – Supt. of Finance noted she has a timeline for a phone system. She has been researching our current system. Next month she will be getting a test phone for Administration and the Maintenance building to see how it will work with our current system.

**Software System – Lisa & Sarah** – Program Supervisor Metcalf noted they had demonstrations on software and there are two they are looking at. They are having one more demonstration this week and then will get all staff together and make a decision.

**Phase I ESA** – Director Gibble noted this has been completed. In the future when we acquire land, for insurance purposes the land has to pass the Phase I ESA before we can acquire the land. They found no concerns on the and now we will hire an engineer to do a site assessment for the possible trail location.

**Amended Impact Fee** – Director Gibble recommends making the modification as noted in the Impact Fee staff recommendation.

**Motion**

Commissioner Tucker moved to approve the amended Impact Fee as recommended.  
Commissioner Graves seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

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### **New Business**

**Annual Review of Board By-Laws** – Director Gibble noted he doesn't see any need for any changes and recommends adopting as is.

#### **Motion**

Commissioner Graves approved the Board By-Laws as presented. Commissioner Kroeger seconded the Motion.

#### **Voice Vote**

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

**Quarterly Capital Funds Update** – Supt. of Finance Hienbuecher noted this is just an update of the capital funds.

### **Bi-Annual Review of Executive Session Minutes -**

#### **Motion**

Commissioner Tucker moved to release July 22, 2014 Executive Session Minutes and authorize staff 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 Kroeger seconded the Motion.

#### **Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Adoption of Prevailing Wage Ordinance** – Supt. of Hienbuecher noted we are required to pass this ordinance. She is recommending approval.

#### **Motion**

Commissioner Kroeger moved to approve Prevailing Wage Ordinance #03-2016. Commissioner Tucker seconded the Motion.

#### **Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Consider Disposal of Surplus Equipment** – Director Gibble we have a small list of items and we are required by law to pass the ordinance on this.

#### **Motion**

Commissioner Tucker moved to approve Ordinance #04-2016. Commissioner Graves seconded the Motion.

#### **Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Adopt Policy on Ergonomics** – Supt. of Finance Hienbuecher noted that PDRMA asked if we had an Ergonomics Policy. We did not, so we are putting into place now. The policy is written by PDRMA and is an additional way to keep our employees safe. Director Gibble noted the policy is the starting point and we will then assess all jobs.

**Motion**

Commissioner Tucker approved the Ergonomics Policy as presented. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**MOU with NIU for Fitness Operation** – Director Gibble noted we are moving ahead with a multi-pronged approach to the management structure for our fitness operation. The main prongs are the day to day service and how we can affiliate ourselves with a medical service provided. He would like to get a graduate assistant in place to work with us over the next year.

**Motion**

Commissioner Tucker moved to authorize the Executive Director to enter into the MOU with NIU. Commissioner Graves seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Authorize Executive Director to Negotiate Construction Management Contract** –

Commissioner Kroeger noted we had a professional services group. He noted that Director Gibble sent out a request for proposal and there were 8 responses. The group went through all of them and narrowed it down to 3 finalists. They then held interviews and rated them 1-3. The group was all in agreement on the order of the finalists. He noted the recommendation is to let Director Gibble make the negotiations with the number 1 pick of the group and if that fails to negotiate with the number 2 pick of the group. Director Gibble noted that he has heard that some potential donors have said they will not give unless we use local companies. He noted that there are more ways to look at how we manage tax payer's dollars than just the fact that it is a local contractor. He also noted that some of the services and the capabilities that the number 1 pick bring to this project will help our local taxpayers as much or more than if the money passes through a business that has a Sycamore address. There are different ideas on what local is considered, but all 3 firms expect to use local contractors.

**Motion**

Commissioner Tucker moved to authorize the Executive Director to enter into negotiations with the first firm as presented in the staff recommendation and to bring a contract for final approval of the Board to the July Board meeting. Commissioner Graves seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Campus Project Management and Supervision –**

**Motion**

Commissioner Graves moved to approve the structure for the Campus Project Management as recommended. Commissioner Tucker seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**License Agreement for Chief Black Partridge Park ADA Sidewalk -**

**Motion**

Commissioner Graves moved to approve the License Agreement for Chief Black Partridge ADA Sidewalk as recommended. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

**Policy on Park District Social Media** – Program Supervisor Sarah Rex noted our Personnel policy currently has a blogging policy, but social media has come a long way. We need to update our personnel policy to cover all the new ways. She is recommending approval of the Sycamore Park District Social Media Policy.

**Motion**

Commissioner Tucker approved the Sycamore Park District Social Media Policy as recommended. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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



**Setting of Date for Next Study Session** –There was no need to set a date at this time.

**Public Input - None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:19 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

Vice President Schulz called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack was absent.

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.
- 5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- 6 The setting of a price for sale or lease of property owned by the public body.
- 7 The sale or purchase of securities, investments, or investment contracts.
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 8:19 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Director Gibble as Secretary, Supt. of Finance Hienbuecher and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 9:30 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

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**Motion**

The Board adjourned the Regular Session at 9:30 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District