

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, March 28, 2017**

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, March 28, 2017.

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, Schulz and Commissioner 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 Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, Sarah Rex and Steve Tritt.

**Guests at the Board meeting were:**

Kristin Cardinali, 345 Eli Barnes Ct., Sycamore

Lia Gillet, 1784 Joseph Sixbury St., Sycamore

Kyla Hueber, 332 Eli G Jewell Ct., Sycamore

Jenny Hall, 485 John Marshall Ln., Sycamore

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda.  
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.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the February 28, 2017 Regular 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.

### **Claims and Accounts Approval**

#### **Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$86,258.07.  
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.

### **Public Hearing on FY 2017 Budget & Appropriation Ordinance 04-2017**

President Strack opened the Hearing. Commissioners Graves, Kroeger, Schulz, Tucker and Strack were present. President Strack asked if there were any comment and input from the Public, Staff or Board. There was none.

#### **Motion**

Commissioner Graves moved to close the Public Hearing on FY2017 Budget & Appropriation Ordinance 04-2017. 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 –**

- The Gracie Center – Thank You
- KSRA – Thank You

#### **Public Input –**

Kristin Cardinali noted she came on behalf of the residents in Heron Creek. They feel some lines of communications have been inadvertently opened through their neighborhood Facebook page with some concerns about their park and things they would like to see to make it more comparable to other neighborhood parks. They are here to understand what is going on at the meetings to see if there might be an opportunity to open up lines of communications with the Park. They will also do more research on their end and there may be some things they would like to ask for before the end of the Vision 2020. Commissioner Graves noted it's great to come in to get the dialogue started. President Strack also noted the Board is open to transparency and would like to give everything to everybody but there are constraints. Commissioner Kroeger asked if there were any damages at the park now. Supt. of Parks Donahoe noted that we inspect the playgrounds on a regular basis, and Director Gibble noted that we have several CPSI's who do a more thorough inspection once a month. Donahoe added that if someone calls we go right out and take care of it. A Heron Creek resident present at the meeting confirmed what Donahoe said. Residents present said they feel the playground is not comparable to any other park in Sycamore at this point, and there are a lot of young families that utilize this park. They would like to see

a more comparable park to other parks in town. Director Gibble asked which parks they are drawing their comparisons to. Kyle Huber noted Old Mill Park, Charley Laing Park, Boynton Park, Brothers Park, and Wetzel Park. President Strack noted there has been some re work on some of these, but with Charley Laing Park the family paid for the entire thing. Commissioner Schulz noted the Kiwanis East had assistance from Kiwanis on that one also. Kristin Cardinali noted there are a lot of families in Heron Creek with young families and there is nothing for littler kids. Commissioner Schulz suggested having the Board at an HOA meeting and it could be then on a public meeting.

**Positive Feedback –**

- Commissioner Graves thanked staff for putting things together for planning for staffing, etc.
- Commissioner Tucker agreed with this.
- Commissioner Kroeger noted he thinks the staff is super and the accountability is bleeding through now.
- President Strack echoed all the comments and noted that with Dan's arrival the Park has become more process driven. Staff has done a great job.
- Director Gibble noted that if the people in the audience had come to us 5 years ago, we wouldn't have had a financial leg to stand on to even think about trying to do something together.

**Monthly Department Presentation –** Steve Tritt gave a presentation on rain and the golf course. He noted that if we get a ½" of rain we have to shut down carts because we do not have paved cart paths. He handed out information on the figures. Supt. of Golf Operations Lundbeck noted these figures are just for days that we have golf but no carts are allowed on the course.

**Setting Date for Study Session –** Director Gibble noted there was no need at this time. He also stated that periodically after meetings or before we could do a walk thru on the construction site.

**Old Business**

**Progress on Trail Engineering and IDOT Grant –** Director Gibble noted we have done all the paperwork needed and are just waiting now. He also noted that Terri Gibble and Jackie Hienbuecher attending a training on the documentation component on the grant. Supt. of Finance Hienbuecher noted they did get a few new things to think about for future grants. We are just waiting on IDOT now.

**Amending Recreation Campus Purchasing and Authorization Authority to Match our Purchasing Policy**

**Motion**

Commissioner Schulz moved to approve as presented. 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.

**Open Meetings Training for Public Officials** – Director Gible noted this is a reminder that the President and Vice President needs to complete the Open Meetings Act Training within the next 90 days. He and Kirk Lundbeck will complete the FOIA training.

**Budget and Appropriation Ordinance 04-2017**

**Motion**

Commissioner Schulz moved to approve Budget and Appropriation Ordinance 04-2017. 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.

**Final Review and Approval of Staff Structure for Action 2020-** Director Gible noted he asked staff to provide him with two options and the staff recommendation is a hybrid of what staff put together. The board will approve positions in the operating budget, and this is a guide staff will use moving forward.

**Motion**

Commissioner Tucker moved to approve as presented. 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.

**Annual Audit: First Review-** Supt. of Finance Hienbuecher noted this is the first draft of the audit. She also noted that we are waiting for IMRF information to plug in. The final audit will be presented at the May meeting.

**Quarterly Capital Funds Update** – Supt. of Finance Hienbuecher noted this is just an update to let the Board know where we are at on the capital budget.

**Award Bid for Golf Course Sign Improvements -**

**Motion**

Commissioner Schulz moved to approve the bid as presented to Elliot & Wood for \$65,000. 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.

**New Business**

**Authorize Treasurer to Transfer Funds** – Supt. of Finance Hienbuecher noted that each year she comes to the board with the amounts we need to transfer to cover any negative cash in the Golf and Pool funds. These amounts are already included in the audit draft presented today.

**Motion**

Commissioner Tucker moved to approve the transfer of funds as presented. 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 of Superintendent of Recreation Position** – Director Gible noted this is what we will do as we go to the process of hiring for each position in the new staffing plan.

**Motion**

Commissioner Kroeger moved to approve as presented. 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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**Board Finding on Security and Alarm Systems-Plus Approval of Contract with Illini**

**Security** – Director Gibble noted that in life safety we are allowed to reach a finding if you so choose as a Board. That is what is before the Board and if you find you want to permit this, the Board would then approve the alarm company.

**Motion**

Commissioner Tucker moved to have a board findings on security and alarm systems.  
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.

**Motion**

Commissioner Schulz moved to approve the contract with Illini Security as presented.  
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.

**Work Agreement for IDOT and Landscape Planning/Supervision at Recreation Campus -**

President Strack noted there was some time pressure on this related to some things that needed to be completed or submitted so he authorized the contract on behalf of the Board. He would like to formally ratify this today.

**Motion**

Commissioner Schulz moved to ratify the work contract as presented. 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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**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:02 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Tucker.

**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.

#6 The setting of a price for sale or lease of property owned by the public body.

The Board convened to Executive Session at 7:09 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman and Director Gible.

**Motion**

The Board adjourned the Executive Session at 7:47 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 7:47 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Schulz.

**Voice Vote**

Vice President Schulz 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