

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, December 19, 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 6:06 p.m. on Tuesday, December 19, 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, 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 Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Meg Jourden-Messerich, Sarah Elm Rex, and Kirk Lundbeck. Our Grad Assistant Hillary Allton was also present.

**Guests at the Board meeting were:**

None

**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 Schulz moved to approve the November 28, 2017 Regular 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.

**Motion**

Commissioner Tucker moved to approve the November 28, 2017 Executive Session Meeting Minutes and to remain confidential. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$1,351,281.25.  
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.

**Correspondence –**

- Michael Olson Letter to Curt Lang
- Family Service Agency Letter

**Public Input –** None

**Positive Feedback –**

- Commissioner Graves commented on 700 people being at our Cookies with Santa. Sarah noted that Lisa has turned this into a great event and the school is a great location. Lisa noted we have a great Santa and he actually comes from Iowa now just for our event. Commissioner Schulz noted the backdrop is amazing and Sarah noted that Bob Swedberg provides the backdrop.
- President Strack noted the sign is amazing.

At this time, Supt. of Recr. Jourden-Messerich introduced our Grad Assistant Hillary Allton.

**Monthly Report –** Nothing this month.

**Old Business**

**Approve Travel: IPRA/IAPD Conference Attendance–** Supt. of Finance Hienbuecher noted he had nothing to add to her staff recommendation. Director Gibble noted this is one of the new requirements now for travel.

**Motion**

Commissioner Schulz moved to approve 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.

**Update on North Grove Crossing Park Dedication** -Director Gibble noted the City authorized the Mayor to enter into an agreement to sell 24 lots closest to the park site. So now there is interest in the park site. Tentatively Director Gibble has agreed that either the Developer or Turnstone Group or the two together will defray the cost of putting in an accessible path to the top of the plateau. The attorneys are now getting involved and our Council has been kept up to speed on this. We will not take title of the land until the work is done. The Board had no objection, so he will continue down this path.

**Final Review and Approval of 2018 Capital Budget** – Supt. of Finance Hienbuecher noted her staff recommendation outlined the changes from the previous draft to the current one. She is recommending approval.

**Motion**

Commissioner Schulz moved to approve the 2018 Capital Budget 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.

**Annexation Ordinance 08-2017: Adding 64.895 Acres of Prairie Business Park to the Park District** – Director Gibble noted we held off on 18-20 months ago. This is the new property that the new Ideal was built on. It is now time to put on the tax rolls.

**Motion**

Commissioner Schulz moved to approve Ordinance 08-2017 Annexation Ordinance adding 64.895 Acres of Prairie Business Park to the Park District. 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.

**Annexation Ordinance 09-2017: Adding a Parcel Previously Missed by the City of Sycamore for Annexation of Prairie Business Park – A Portion of Lot 32** – Director Gibble noted that when this was annexed into the City and the Park District part of this parcel was left out, so this is a correction. It has now been certified and accepted by the County.

**Motion**

Commissioner Tucker moved to approve Ordinance 09-2017 Annexation Ordinance adding a Parcel Previously Missed by the City of Sycamore for Annexation of Prairie Business park. 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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**Dog Park Rules and Procedures** – Program Supervisor Metcalf noted the rules were approved back in April, but there have been a few changes.

**Motion**

Commissioner Schulz moved to approve the Dog Park Rules and Procedures 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.

**New Business**

**Consider Next Year's Meeting Times -**

**Motion**

Commissioner Kroeger moved to approve the 2018 Board Meeting Dates 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.

**Consider Next Year's Holidays -**

**Motion**

Commissioner Schulz moved to approve the 2018 Holidays as presented. 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.

**Approve Job Descriptions for Positions** – Commissioner Graves asked about the hours on the Custodian position. Supt. of Parks Donahoe noted there will be flexibility on the hours depending on what's going on at the Community Center.

**Motion**

Commissioner Graves moved to approve the Job Descriptions as presented. 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.

**Approve Community Center Operation Hours-**

**Motion**

Commissioner Schulz moved to approve the Community Center Operation Hours as presented. 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.

**Approve Membership, Pass and Daily Fees; Services and Terms; Operation Details at Community Center/Pathway –** Supt. of Recr. Jourden-Messerich noted this is all outlined in her recommendation. There was discussion on all the passes and daily fees.

**Motion**

Commissioner Kroeger moved to approve the recommendation with the revision of the Daily Rate changing from \$9.00 to \$7.00 and the Prepaid pass from \$89.00 to \$70.00. 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.

**Review and Approve Aquatic Fees and Operation Details –** Commissioner Schulz suggested that that Splash Pad still be open in September. There was discussion on the Pool Late Swim and the Open Gym fee.

**Motion**

Commissioner Schulz moved to approve the recommendation with the change of the Non-Resident Late Swim Fee be \$6.00. 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.

**Tax Levy: Ordinance 10-2017 An Ordinance Levying and Assessing Taxes for the Sycamore Park District, DeKalb County Illinois for the year 2017 -**

**Motion**

Commissioner Tucker moved to approve Ordinance 10-2017 An Ordinance Levying and Assessing Taxes for the Sycamore Park District, DeKalb County Illinois for the year 2017. 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.

**Review Status of Legacy Campus Construction** – Director Gibble noted he wanted to bring everyone up to speed with changes orders, etc. There was discussion on this.

**Review and Approve Legacy Campus Landscape Budget/Quotes/Purchases –**

**Motion**

Commissioner Schulz moved to approve. 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.

**Review and Approve Legacy Campus FF&E Budget/Quotes/Purchases –** Director Gibble recommends the Board approve the low quote and/or bid for every item as presented, in total not to exceed \$375,000.

**Motion**

Commissioner Tucker moved to approve the FF&E Budget 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.

**Review of First Draft of FY2018 Budget** – Supt. of Finance Hienbuecher noted this is the first draft. Director Gibble noted they are trying to have the final budget for approval at the January meeting.

**Public Input** - None

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:37 pm on a motion made by Commissioner Schulz 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.

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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 Recording Secretary Jeanette Freeman and Director Gibble.

**Motion**

The Board adjourned the Executive Session at 8:16 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

**Motion**

Commissioner Kroeger moved to approve the staff raises 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.

**Motion**

Commissioner Graves moved to approve a 3% Raise with a \$3000 net bonus for Director Gibble. 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**

The Board adjourned the Regular Session at 8:17 p.m. 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