

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 22, 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, July 18, 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 Kroeger, Schulz Tucker and Commissioner Strack. Commissioner Graves arrived at 6:19 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: **None – Commissioner Graves arrived at 6:19 pm.**

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Meg Jourden-Messerich, Kirk Lundbeck, and Sarah Rex.

**Guests at the Board meeting were:**

Ken-Ringland Johnson Construction

**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 4-0. Commissioner Graves was absent at this time.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the July 18, 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 4-0. Commissioner Graves was absent at this time.

**Motion**

Commissioner Tucker moved to approve the June 27, 2017 and July 18, 2017 Executive Session Meeting Minutes and to remain confidential. Commissioner Schulz seconded the Motion.

**Voice Vote**

President Schulz 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 \$736,319.34.  
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 4-0. Commissioner Graves was absent at this time.

**Correspondence –**

- Sycamore Public Library
- Bethel Assembly

**Public Input –**

Director Gibble noted that he is considering sending a letter to our current list of donors to our Leaf A Legacy. The letter would ask them to ask someone they know to donate. He wanted to get the Board's ok on this before proceeding.

**Positive Feedback –**

- Commissioner Tucker noted her golf league wanted her to publicly thank Kirk. He has been a great help this year and gracious about their league doing mini shot guns.
- Commissioner Schulz noted she has a customer in his 60's that lives in Georgia and has a condo here. He told her our brochure was one of the best brochures he has ever seen and they travel the United States.

**Monthly Report – Supt. of Recreation Meg Jourden-Messerich and Program Supervisor Sarah Rex –**

Meg noted staff is starting to review membership package options and potential service fees for the amenities at the community center. In 2016 our intern pulled competitive pricing with our competitors in Sycamore. They are using this to develop their recommendations for fitness center only, fitness center and track, and other frontline options.

Sarah noted she is going to talk about how we are starting to mold the way we are going to share our information. She, Meg and Lisa are currently working on a possible name and brand and an image for the community center. She handed out information that they have compiled. They plan on having the final product at the September board meeting.

## **Old Business**

### **Renew IGA with DeKalb Park District- Resolution 02-2017 -**

#### **Motion**

Commissioner Schulz moved to approve Resolution 02-2017. 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.

**Resolution 03-2017 – Support for Development by Brian Grainger** - Director Gibble noted this is a conversation about this information and an agreement where we stand on this. President Strack noted he understands the settlement agreement that Brain Grainger theoretically has with the School District gets them payment and all other taxing bodies involved get zero dollars on the disputed taxes. The County is hesitant to sign because they do not want to speak for the other taxing bodies. Director Gibble noted he has received a letter from the school. A mediation has been scheduled for 8-29 and our counsel will be there. He will be present along with the other taxing bodies. Director Gibble noted rather than a resolution he is hearing a consensus on the Board to move forward.

**Update on Letter of Intent for Fitness**- Director Gibble noted we are close on finalizing Letter of Intent with North Western. Supt. of Recreation Jourden-Messerich noted she and Mike Kolcotsky and her have met twice to go over the Letter of Intent. We are both on the same page w/modifications. Director Gibble noted the intent is to have the Letter of Intent by the September meeting.

**Update on Golf Course Bridge Bidding Process** – Director Gibble handed out a map of all the bridges that we had an assessment of their conditions. They then ranked them on how quickly they should be done. This will be going out to bid in the next 30 days.

**Construction Management Report** – Ken with Ringland Johnson gave a report on the status of the construction.

**Setting Date for September Study Session** – The date will be Wednesday 9-20 at 6:30 pm.

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### **New Business**

**Sign concept for Airport Road/Old State Road Site** – Director Gible noted the demo has started. Terry Hannon will be doing the landscaping. The sign will reflect cooperative effort between everyone. Program Supervisor Rex noted the City already has their welcome sign up.

**First Review: Changes to Part-Time Personnel Manual** – Director Gible noted this is the first review and asked for any changes or suggestions be emailed to him. He plans on bringing the recommendation to the September meeting.

**Professional Services Agreement: Golf Course Irrigation** - Supt. of Parks Donahoe noted there are some pretty complicated steps to get this done. So we want to hire a professional group to guide us through this process and they will also oversee the installation.

### **Motion**

Commissioner Schulz moved to approve EC Design Group, LTD as Irrigation Consultant for \$39,350.00. 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.

**Policy on Fees** – Supt. of Finance Jourden-Messerich noted one of her first things that was addressed was looking at the current fee policies for the programs. Research was done with other districts and their fee policies.

### **Motion**

Commissioner Tucker moved to approve the Recreation Program Fee Policy addressing user fees, non-resident differential, refund and transfer, administrative fee, and waitlist policy. 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.

### **Professional Services: Phase I Engineering-Old Mill park to Forest Preserve -**

### **Motion**

Commissioner Schulz moved to approve entering into this agreement with ERA in a fee-not-to-exceed amount of \$146,518.92. 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.

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**Professional Services: Grant Writing and Coordination Old Mill to Forest Preserve -**

**Motion**

Commissioner Schulz moved to approve this Agreement for Professional Services.  
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.

**Public Input** - None

**Motion**

The Board adjourned the Regular Session at 7:41 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