**Minutes of the Regular Meeting of the Board of Commissioners**

**Sycamore Park District**

**Tuesday, August 26, 2014**

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, August 26, 2014.

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.**

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 – arrived at 6:50 pm.**.

Staff members present were Director Dan Gibble, Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, and Recording Secretary Jeanette Freeman.

Guests at the Board meeting were:

Scott Buzzard – CAC Chair

Jessica Sida, 1348 Yorkshire, Sycamore

**Regular and Consent Agenda Approval** –

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and 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 22, 2014 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.

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**Motion**

Commissioner Schulz moved to approve the July 22, 2014 Executive Session Minutes to remain confidential. 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.

**Petition and Public Comment**

Jessica Sida, 1348 Yorkshire Drive North, Sycamore – She noted she came to talk about the Park District’s marketing. She noted the brochure and video that has been marketed seem to be lacking representation of the diverse residents in Sycamore. Through their family’s use of the paths, the parks and sports facilities, they have observed Sycamores diverse community. They are happy the Park District has recognized that this area needs improvement. Going forward she suggested a way of representing the diversity in the community would be inclusion in the images in the marketing. They want to be part of the solution and part of the vision. President Strack thanked her for taking the time to bring to our attention. Director Gibble noted that we cannot use photos from affiliate organizations since the programs are not ours – they only use our fields. We do not have releases to use them, but he encouraged her to encourage the programs to get photos to us. Jessica noted she appreciated that the Board is open to this conversation.

**Claims and Accounts Approval**

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of $137,922.14. 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 4-0. Commissioner Graves was absent at this time.

**Correspondence**

* Clubhouse Rental – Kari West
* Pay-It-Forward House – Joyce Mathey
* DeKalb County Comm. Foundation – Dan Templin
* Methodist Open Golf Outing – Ed Richter

President Strack noted these are all very positive. The image of the Sycamore Park District continues to grow in a positive way.

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Director Gibble noted he has been sending out thank yous to the groups that we have given the presentation to.

**Positive Feedback/Reports –**

* Commissioner Schulz noted the fall brochure is awesome.
* President Strack noted the presentations that have been given have gone very well. They had the Builders Association this morning and they were very gracious.
* Commissioner Tucker noted feels they were all in agreement this is where the Park needs to go and like the forward thinking.
* President Strack noted he has thought about pushing the idea of having the companies send a mass email to their employees with dates of the community wide meetings.
* President Strack noted overall the Park District has done a great job managing the budget, but also noted some areas are behind at this point of the year.
* Commissioner Tucker noted the KSO Fun Day was excellent.

**Monthly Presentation – Supt. of Parks Jeff Donahoe – Pond/Golf Course Restoration w/Susan** **Rowley from Encap.** Supt. of Parks Donahoe noted he wanted to talk about the seven projects they are working on with Encap and he introduced Susan Rowley who manages the projects. He also handed out pictures of some of the areas and the progress. He then went over the pictures and the different areas or projects. He and Susan went over the different stages some of the areas are at now and the future status. They also went over some of the challenges.

**OLD BUSINESS**

Status of Asset Management Program – Director Gibble wanted the Board to know he has not asked staff to conquer this during this summer season. He will get back to this.

President Strack formally noted that Commissioner Graves arrived at this time – 6:50 pm.

**Review of Timeline/Calendar for Fall –** Director Gibble noted he wanted to go over dates the board had things they wanted to converse about. They then talked about when the schedule of letting writing, yard signs, posters, the parade float and other items. The Board then chose two dates for a community meeting at an offsite location. The dates are Wednesday, September 24 at 7:00 pm and Tuesday, October 21 at 7:00 pm.

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**Update on Tile Work in Farm Fields –** Supt. of Parks Donahoe noted we had a pipe replaced that was a 6 inch tile about 150 feet in length. They found a crushed piece, which explains why the water was there. He also noted he had to add hydrated lime to the area to get rid of the bacteria found. The company replacing the tile did not find any houses connected to it. Director Gibble noted he has asked the Health Department for updates as work proceeds on the neighbor who was flushing into the field. He has asked the Health Department for a letter of clearance stating that all the houses abutting Park District property have all been disconnected and are now operating appropriate waste management systems. The Health Department said they were not willing to do that yet because they feel there are a few houses not in compliance. Commissioner Kroeger asked what our risk is on this issue. Director Gibble noted we have taken care of the issues on our part.

**Update on Records Project –** Supt of Finance Hienbuecher noted they started last year putting all of the ordinances in a word file from 2008. We have now gone back to 1989. There have been some issues converting to word, so there are four separate files – three are in word and one in PDF. The word files kept getting corrupted. Director Gibble noted there was no one place to go to find an ordinance. We need to have a master file in the fire proof safe.

**Review of and Approval to Award Bid to Complete Phase 2 of Parking at Golf Course and ADA Paving Work Package –** Director Gibble noted we had this bid in the spring with one bidder and came in $100,000 more than the engineer estimate. We got five bids this time and still higher than engineer estimate. We need to move forward on this and he has met with staff and looked at the capital budget for savings. He recommends approval and awarding the base bid to Copenhaver Construction for $318,082.47. He noted he recommends not awarding the alternate at this time.

**Motion**

Commissioner Schulz moved to approve the base bid of $318,082.47 to Copenhaver Construction and not award the alternate bid. . 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.

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**NEW BUSINESS**

**Review of and Approval of Change Order for Phase 2 Paving and ADA Work – Director Gibble noted they found dollars in things that were not essential to this project. He is recommending the change order with a savings of about $2500.00.**

**Motion**

Commissioner Kroeger moved to approve the change order to deduct $2772.00. 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.

**Contribution to Sidewalk Project on Bethany Road –** President Strack noted he is involved with a group called Live Healthy DeKalb County. They are focusing on pathways and bicycle paths. They are trying to get a pathway on a grass corridor between Bethany Animal Hospital and the YMCA on Bethany Road. This area is owned by the Hospital. The group is trying to talk to DeKalb and Sycamore Park Districts, Sycamore and DeKalb Schools, DeKalb County, the Hospital and the YMCA to all make a donation of $2000.00. The estimate for this project is about $17,000.00. They have already received money from a Kiwanis Group. There was consensus on the Board to see what the Hospital is willing to pay for since it is on their property and could be a safety issue if the project is not done. Then bring back to the board for discussion.

**Public Input -** None

**Motion**

The Board adjourned the Regular Session at 8:06 p.m. 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.

Respectfully Submitted,

Jeanette Freeman

Recording Secretary

Sycamore Park District