

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 25, 2015**

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 6:04 p.m. on Tuesday, August 25, 2015.

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, and Strack. Commissioners. Graves and Tucker were absent at this time. Commissioner Graves arrived at 6:27 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: **Commissioner Graves and Tucker at this time. Commissioner Graves arrived at 6:27 pm**

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

Guests at the Board meeting were:

None

**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 3-0. Commissioners Graves and Tucker were absent.

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the July 28, 2015 Regular Meeting Minutes. and July 28, 2015 Special Meeting Minutes. 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 3-0. Commissioners Graves and Tucker were absent.

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Public Input –

President Strack noted he wants to extend compliments to Golf Operations. In month of July, we were budgeted to break even and actually made \$8400.00, which is great. Concessions missed revenue by \$13,000 but the bottom line number was \$7,000 better. Director Gibble noted he asked Kirk and Jeff to look at budget changes to help defray costs to hold the line on expenses.

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$124,480.26.
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 3-0.

Correspondence –

- Summer Staff Letter
- DCCF-Grant

Department Presentation – Supt. of Finance Jackie Hienbuecher – Abatement

Information- Supt. of Finance went over the five year plan and what is being proposed. She also noted the School District is working on their abatement process and is hoping they approve theirs so we can go forward with ours.

Old Business –

Update on Survey – Director Gibble noted there had been talk of a joint pool project with DeKalb Park District. DeKalb Park District will coordinate the distribution and management of the survey and share the results with us. We will help pay some of the cost. This will help us when we see what the residents think of this. The survey will be a random sample of four populations – Malta, Cortland, DeKalb and Sycamore. The goal is to see the desire or willingness to be a part of a larger project. We are hoping to have the results by November. There was some discussion on the survey questions and suggestions made.

Report of Action 2020 Committees –

President Strack noted they had their first Trails committee and felt it went well. There are two people on the committee that have worked on Trails projects before. They will be meeting on the 3rd Wednesday of each month.

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Report of Action 2020 Committees – cont'd –

Commissioner Graves noted the Dog Park Committee met and is a very energetic group. They came up with 25 different wants in the dog park. After visiting other dog parks they took the list down to 10 items. They will now try to get that list down to top 5. They will be meeting again on 9-16.

Commissioner Schulz noted the Community Center Committee is going on community center tours on 9-10 seeing Downers Grove, Geneva and Huntley and 9-13 seeing Champaign.

Commissioner Kroeger noted we have received 12 responses to the RFQ. These were distributed to Tom Doty, Jessica Sida, Jeff Donahoe and himself to review. They took it down to four finalists. They will be interviewing these four on 9-9 and 9-10.

Leaf a Legacy – Director Gibble noted they are in the process of working on a final time line out through the end of next year. The group met to begin to rough out windows of opportunity to plug in different activities to promote leaf a legacy or give groups a window to do their fund raising. He and Sarah have finalized the calendar and should be sent out soon.

Re-Visit Board By-Laws: Approve Recommended Changes – Director Gibble noted that based on last two months meetings conversations, he is recommending board take action.

Motion

Commissioner Kroeger moved to approve the changes mirroring staff. The motion was seconded by Commissioner Schulz.

Roll Call

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

New Business -

Review and Approve Recommended Changes in Personnel Policy Manual -

Motion

Commissioner Kroeger moved to approve as recommended. The motion was seconded by Commissioner Schulz.

Roll Call

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

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Board Presentation at September 12 Fireworks & Fun Event. – Director Gibble noted they had talked about rolling out Leaf a Legacy at the Fireworks. The Board would give some presentation possibly. President Strack noted maybe still announce it at concert but wait until later to give more details on amounts. There will be signs at the Farm and on Route 64. Director Gibble noted we will be doing a raffle for Leaf A Legacy. Supt. of Finance Hienbuecher suggested informing them about the Leaf A Legacy raffle at the beginning of the concert. The Board reached a consensus to not do a big announcement at the Fireworks.

Review Draft of Succession Procedure – Director Gibble noted this is the first step in a larger process. This requires a couple steps to get started. First is to call for it in the personnel policy and get authorization to take place. Final step is to adopt a succession procedure or process. The recommendation at this point is for first review. At next month's meeting he will bring the changes in the personnel manual for approval. He will also ask that they adopt the recommendation next month for the succession procedure for the Interim Executive Director. The intent in a succession procedure is to have some procedure in place for all your key leadership positions. A succession procedure will also allow us to add positions as needed.

Setting of Date for Next Study Session - There was no need at this time for a meeting.

Public Input – At this time, Commissioner Kroeger noted he wanted to thank all for finding new locations for programs.

Motion

The Board adjourned the Regular Session at 7:29 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District