

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, October 27, 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 6:05 p.m. on Tuesday, October 27, 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 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 Director Dan Gible, 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 5-0.

**Public Hearing on \$1,500,000 General Obligation Limited Tax Park Bonds**

President Strack opened the Hearing, and asked if there were any comment or input from the public, staff or Board. There was none.

**Motion**

Commissioner Schulz moved to close the Public Hearing on The General Obligation Bonds. 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.

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the September 22, 2015 Regular Meeting Minutes and September 30, 2015 Special 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 Schulz moved to approve the September 22, 2015 Special Meeting Executive Session Minutes and September 30, 2015 Regular Meeting Executive Session Minutes to remain confidential. 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.

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$569,067.08. 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.

**Correspondence –**

Letter from DCCF: Grant Award  
Theresa Freeman Family Thank You  
Sycamore History Museum Thank You  
Bowling for Brooke Thank You

**Department Presentation – Program Supervisor – Lisa Metcalf.** She noted they are currently doing research on Registration Software. Our current software does not do what we need and is not very user friendly. The two main softwares they are looking at is Activenet and Rec Trec. Both companies have done demos for us and will now pull in other staff to check further. She gave out a handout on the benefits of both companies. She noted they wanted to make the Board aware of the direction heading. They checked with numerous Park Districts and these were the top two softwares.

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**Old Business –**

**Appointment of IAPD Representative and Conference Details** –Director Gibble noted we need to appoint a representative to the annual meeting and an alternate. Supt. of Finance Hienbuecher noted she needs to know who will be going so she can get rooms booked.

**Motion**

Commissioner Schulz moved to appoint Commissioner Ann Tucker as the representative to the IAPD Meeting. 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.

**Report of Action 2020 Committees** – Director Gibble noted that three committees will be meeting Wednesday with the Architects.

President Strack noted the Trails Committee prioritized desired pathways. They have identified areas or routes and will now try to contact the owners. At their next meeting there will be a representative from the City, and County to discuss existing trails.

President Strack noted they have a Fundraiser Committee meeting scheduled for Tuesday, November 10, 2015. He continues to talk to parties about this.

Director Gibble noted there was some progress in the Government releasing dollars.

**Leaf A Legacy** – Nothing

**Impact Fees** – President Strack noted he has had discussion with Brian Gregory on the City Impact Fee structure. He will be presenting information to the Ad Hoc Committee group about impact fees. He went over more of the information that he had put in the board packet.

**Succession Policy** – Not discussed since it is on the agenda for the November 3<sup>rd</sup>, 2015 Study Session Meeting.

**New Business -**

**Records Retention Policy for Board Manual** – Director Gibble noted this was one of the goals he set out to work on. He wants to get us to a place that we have a Policy in place along with a Procedure in place. Once we are able to dispose of certain records legally, we can then regularly maintain our records. First step is to adopt a record retention policy and recommended to add language to the Board Policy. We have to give the State a list of our records and then they tell us what we can dispose of and we then apply for permission to destroy and instructions on how this

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**Records Retention Policy for Board Manual- cont'd**

has to be done. Into early of next year, we will finish the inventory and submit to the Records Commission. Hopefully by summer of next year, we can get rid of some things.

**Motion**

Commissioner Tucker moved to Add Item J Records Retention Policy to the Board Policy. 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.

**Resolution to Include Taxable Items in IMRF Earnings** – Supt of Finance Hienbuecher noted this is a resolution allowing us to use specific tax allowances as IMRF earnings.

**Motion**

Commissioner Tucker moved to adopt Resolution to Allow Taxable Allowances as IMRF Earnings.. 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.

**First Review of Capital Budget** – Supt. of Finance Hienbuecher noted this will be brought back to the Board on the November Board meeting for approval.

**Health Insurance Recommendation for 2016** – Supt. of Finance Hienbuecher noted that last year we went with PDRMA with a three year commitment. After looking at all the options PDRMA offered this year, she is recommending the option with the \$2000 deductible which is a lower deductible than the 2015 plan.

**Motion**

Commissioner Schulz moved to approve as recommendation. Commissioner Stucker 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 Capital Asset Inventory** – Director Gibble thanked all the staff to put this together and PDRMA. We now have a close representative of our Capital Assets. He went over the spreadsheets provided.

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**Abatement Policy Discussion** – Director Gible noted he feels it is worth considering moving from a three year to a five year abatement schedule. At this point, we are still committed to the three year abatement schedule in the Intergovernmental Agreement. He has asked Brian Gregory to provide in writing a request from the City to increase our scale to five years. He would like it to be formalized then. This would include amending the current agreement or developing a new agreement. He is looking for a consensus from the Board that they are ok with the increase to five years. The Board is generally in support of this, but would like the City to pull together all the loose ends with the other parties and request it in writing to the Park District.

**Setting of Date for Next Study Session** – The Board already has one scheduled for Tuesday, November 3rd at 6:30 pm for the next Study Session meeting.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:46 pm on a motion made by Commissioner Schulz for the reason 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.

The Board convened to Executive Session at 7:50 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Director Gible as Secretary and Recording Secretary Freeman and Supt. of Finance Jackie Hienbuecher

**Motion**

The Board adjourned the Executive Session at 8:10 p.m. and reconvened to Regular Session 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.

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**Motion**

The Board adjourned the Regular Session at 8:10 p.m. 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.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District