

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, November 24, 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 6:01 p.m. on Tuesday, November 24, 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, Tucker, and Strack.**  
**Commissioner Graves is absent.**

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.**

Staff members present were Director Dan Gible, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, Sarah Rex, 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 Tucker 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.

**Approval of Minutes –  
Motion**

Commissioner Kroeger moved to approve the October 27, 2015 Regular Meeting Minutes and November 3, 2015 and November 10, 2015, Special Meeting Minutes.  
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 4-0. Commissioner Graves was absent.

**Motion**

Commissioner Tucker moved to approve the October 27, 2015 Regular Meeting Executive Session Minutes to remain confidential. 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.

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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$271,084.28.  
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 4-0. Commissioner Graves was absent.

#### **Correspondence –**

NB & T Letter  
Ben Gordon Letter

**Department Presentation – Supt. of Parks & Facilities –Jeff Donahoe** – Jeff talked about the tree donation program. When people give trees now, the tree will be planted and they will then get a personal name tag to be put on the large tree to be hung in the clubhouse. The location of all trees will all be in a database we are keeping. He also noted that we received a grant from DCCF which is the largest they have given out to date. We will be working with ENCAP to work on the river bank and creek bank. They will start in early February while things are still frozen. He went over the different areas they will be working on. Director Gibble noted that part of the grant includes interpretation of what the Water Shed Committee is trying to encourage. Program Supervisor Sarah Rex noted there will be signs on the course. She will also be developing this in brochure form for people to read. She will also be doing a poster of the timeline on what and why this is happening.

Director Gibble then noted he gave the Board 2 letters that will go out dependent on if the Board approves the capital budget. These are just updates being sent out on the ponds.

#### **Old Business –**

#### **Report on Action 2020 Committees –**

Trails - President Strack noted he has had conversations with the property owners near the trail area. Two owners will not allow any trail on their properties. He has left messages for other land owners. Director Gibble suggested a map of this area be brought to the next board meeting.

**Leaf a Legacy** – Director Gibble noted we are going to put out a timeline based on the last conversations.

**Succession Policy** – There was nothing at this time.

**Joint Meeting with City Council** – Director Gibble noted he copied the Board on the email from Brian on the possible meeting date. He suggested to Brian that Ted Strack and Ken Mundy define the agenda. The date is tentatively set for February 1<sup>st</sup> at 6:00 pm.

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**Records Retention Update** – Director Gibble noted there will be more later in the agenda, but wanted to let the board know that over the next few months we will be working on a final inventory of all the records we have. Then we can take the next step which is to get the State tell us what we have to keep and what we can destroy. His goal is to have the inventory completed by March.

**Final Review & Approval of 2016 Capital Budget** – Supt. of Finance Hienbuecher noted her staff recommendation gave the changes from the first draft.

### **Motion**

Commissioner Schulz moved to approve the 2016 Capital Budget. 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.

### **New Business -**

**Review of North Sports Complex Plan** – Director Gibble noted the next step after the soccer complex completion would be the ball diamonds. The original plan was to put in 7 fields. We had a complete site survey done of the sports complex. We have found the floodway and floodplain moved further east than original thought. To honor the promise to keep the fields out of the floodplains, we went down to six fields to get all diamonds out of the floodplain. The next step will be to finalize the cost estimates to get ready for the grant application. He said there will be 3 different size fields and this is representative of what the Youth Sports Organization said they needed.

**Discussion of “Annual Awards” – Program Supervisor Sarah Rex** - Sarah noted this is a way to broaden positive public relations and recognize great supporters. We would like to start an annual recognition program and invite important people to the Park to the January board meeting. She suggested the Board let her know of anyone they would like to nominate. Director Gibble asked that between now and the December meeting email Sarah with suggestions on organizations or individuals worth recognizing. They will compile a list from the suggestions and would like to give the awards out at the January meeting. Staff can also contribute names for recognition.

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**Accept Bid for Annual General Obligation Bond** - Supt of Finance Hienbuecher noted we received two bids – Resource Bank at 1.1% and Park Ridge at 1.8%. She is recommending the low bid from Resource Bank at 1.1%.

**Motion**

Commissioner Schulz moved to accept Resource Bank at 1.1%. 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 3-0. Commissioner Graves was absent. President Strack abstained.

**Bond Ordinance 07-2015: Consideration and action on an Ordinance providing for the issue of \$481,530 General Obligation Limited Tax Park Bonds, Series 2015, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District , to provide the revenue source for the payment of certain outstanding bonds of the Park District and for the levy of a direct annual tax to pay principal and interest on said bonds and authorizing the sale of said bonds to Resource Bank, NA.**

**Motion**

Commissioner Schulz moved to approve Ordinance 07-2015 Consideration and action on an Ordinance providing for the issue of \$481,530 General Obligation Limited Tax Park Bonds, Series 2015, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District , to provide the revenue source for the payment of certain outstanding bonds of the Park District and for the levy of a direct annual tax to pay principal and interest on said bonds and authorizing the sale of said bonds to Resource Bank, NA. 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. Commissioner Graves was absent. President Strack abstained.

**Consider 2016 Golf Rates** – Supt. of Golf Operations Kirk Lundbeck noted he is suggesting a reduction in season pass sales. He went over the graph and information that was provided in his staff recommendation. He wants to start a promotion in January and do a postcard before the spring sale. Supt. of Finance Hienbuecher asked if there might be a benefit to announcing the lower rates sooner and promoting as Christmas gifts. She can defer the revenue until 2016. Director Gible suggested giving discounts on pro shop items when buying a season pass.

**Consider 2016 Golf Rates- cont'd**

**Motion**

Commissioner Schulz moved to approve the 2016 Golf Rates as suggested.  
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 4-0. Commissioner Graves was absent.

**Resolution 04-2015 Regarding Estimate of Levy** – Supt. of Finance Hienbuecher noted that every year at least 20 days prior to passing the tax levy we have to pass a resolution that indicates an estimate of what we are going to do.

**Motion**

Commissioner Tucker moved to approve Resolution 04-2015. 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.

**First Draft of FY2016 Operating Budget-** Supt of Finance Hienbuecher noted there is a lot of information, but she included the summary also. They have been making some changes in different areas, so this is a good opportunity to share any concerns or questions. Director Gibble noted that next month, there will be a shift of locations. He also noted we will be creating the A2020 fund along with a standalone fund for marketing.

**Shared Leave Policy** – Director Gibble noted we had talked about a number of remedies related to currently one employees situation. Seems to point us in the direction to continue to initiate this policy. He is recommending adoption of the Shared Sick Leave Policy as drafted. It would become Item #4-17 in the Personnel Policy.

**Motion**

Commissioner Schulz moved to approve Personnel Policy #4-17 For Sick Leave Donations. 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.

President Strack asked if there was a time frame for this. Director Gibble noted that language can be added as such. President Strack felt it would be good to add an absolute sunset clause to usage. Director Gibble suggested putting language in the policy “ To be used within 12 months of approval.”.

**Shared Leave Policy- cont'd**

**Motion**

Commissioner Strack moved to approve the amendment to the original motion to include the language "12 Month Sunset on Usage". 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 4-0. Commissioner Graves was absent.

**Motion**

Commissioner Schulz moved to approve Personnel Policy #4-17 For Sick Leave Donations as amended. 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.

**Procedures for Records Retention** – Director Gibble noted this is the next step of the ongoing process he spoke of earlier. This lays out for purposes of the process, how we define the various public records. He is recommending approval of the procedures for records retention as stated.

**Motion**

Commissioner Schulz moved to approve the Procedures for Records Retention 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 4-0. Commissioner Graves was absent.

**Setting of Date for Next Study Session** –Nothing at this time.

Director Gibble noted that Farnsworth Group has indicated they will be here on December 22<sup>nd</sup> at our regular meeting to share 3 original site concepts they have reviewed with staff. They will also have a refined one from the input they received so the Board can comment on it. In January we can talk to our citizens committees about that and begin the discussions on more specific things. Hopefully by April they will have final concepts and ball park estimates.

Public Input - None

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:27 pm on a motion made by Commissioner Schulz for the reason listed below. 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 4-0. Commissioner Graves was absent.

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 7:32 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker, and Strack present along with Director Gibble as Secretary and Recording Secretary Freeman. Commissioner Graves was absent.

**Motion**

The Board adjourned the Executive Session at 7:55 p.m. and reconvened to Regular Session 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 4-0. Commissioner Graves was absent.

**Motion**

The Board adjourned the Regular Session at 7:55 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 4-0. Commissioner Graves was absent.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District