

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, May 24, 2016**

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, May 24, 2016.

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, Tucker and Schulz.**  
**Commissioner Strack was 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 Strack.**

Staff members present were Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, Sarah Rex, and Recording Secretary Jeanette Freeman.

**Guests at the Board meeting were:** None

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Tucker moved to approve the Regular Agenda and Consent Agenda.  
Commissioner Graves seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the April 26, 2016 Regular Meeting Minutes.  
Commissioner Schulz seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

**Claims and Accounts Approval**

**Motion**

Commissioner Kroeger moved to approve and pay the bills in the amount of \$199,390.25.  
Commissioner Graves seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

**Correspondence – None**

**Public Input –**

**Monthly Department Presentation – Program Supervisor – Lisa Metcalf**– Lisa noted the pool is now open and that Derek Stenberg was hired as the Pool Manager. He has been with the Park District for a while now. He has worked at the pool, the Community Center Front Desk, and Little Tumblers. After working with the kids in swim lessons, he has transferred to NIU to pursue education. He was recently certified as a Life Guard Instructor which will allow him to teach the recertification's to our staff. Lisa noted she will still be highly involved with the pool. She is still doing all the preseason meetings and involved in the hiring and vision tests. With PDRMA being our loss control carrier, she will stay involved in things to make sure we pass that. Preseason pass sales are up from last year – there were 37 in April of 2015 and 80 in April of 2016. She doesn't have the final numbers for May yet. Derek will also work with Sarah to do Facebooks posts for weather, etc. Supt. of Parks Donahoe noted mechanically we are in good shape. There was one leak on a fitting attached to the motor pump but that has been fixed. The pool is filled and the chemistry is good.

**Old Business –**

**Report of Action 2020 Committees** – Commissioner Graves asked Program Supervisor Rex if they could meet some time to wrap things up and get started.

**Update on Leaf a Legacy** – Commissioner Schulz noted that we had a really nice check of \$25,000 donated from the Rotary Club. There has been a lot of great feedback on the donation.

**Update on Annexation Agreements** – Commissioner Schulz noted this came up to the Plan Commission in May and was approved unanimously. She was not able to vote on it. There was some concern from the neighbors. It now goes to the City Council on June 6<sup>th</sup> at 7:00 pm.

**Park Tour** – Supt. of Parks Jeff Donahoe noted the park tour will be Weds. June 29<sup>th</sup> from 11:00 to 1:00. This will be a small tour with some staff attending. He asked the board to let him know by middle of month if they are interested in attending.

Commissioner Graves noted that he has been asked by neighbors in the Heron Creek subdivision about their park. They told him that they will be coming to the next meeting to ask about when their park will be redone. Supt. of Finance Hienbuecher noted a representative of the neighborhood had called in on having a block party and asked about renting the shelter and having alcohol there. She informed them that there cannot be any alcohol at any neighborhood park and we cannot issue any permit for it. This was made clear from the City Liquor Commissioner when we first received permission to have alcohol at the Park.

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**Final Presentation/Approval of Audit** – Supt of Finance Hienbuecher noted she had given a hard copy of the audit and management letter to all of the board. Then Jennifer from Lauterbach & Amen presented the audit and went over the audit and management letter for the Board. She noted Sycamore Park received the auditors opinion of Unmodified, which is the best they can give out.

**Motion**

Commissioner Graves moved to approve the Audit as presented. Commissioner Tucker seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

**Amended Impact Fee** - Commissioner Schulz noted that President Strack asked that this be tabled until the next meeting. Some of the information has been updated.

**Motion**

Commissioner Tucker approved this discussion be tabled until the next meeting.  
Commissioner Graves seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

**New Business -**

**Approve Contract for Demolition Services -**

**Motion**

Commissioner Kroeger moved to authorize staff to contract with Signature Demolition Company for the demolition on the property. Commissioner Graves seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

Commissioner Kroeger noted he wanted to acknowledge the donation from Doty & Sons for the outdoor ping pong table.

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**Setting of Date for Next Study Session** –There was no need to set a date at this time.

**Public Input - None**

**Motion**

The Board adjourned the Regular Session at 6:28 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District