

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 23, 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 6:10 p.m. on Tuesday, August 23, 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, Schulz 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 Tucker**

Staff members present were Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, and Steve Tritt.

Guests at the Board meeting were:

Aktion Club of Opportunity House:

Lisa Steinbis-President
Shadow Gentry-Vice President
Sara Killey-Secretary
Janet Freeman-Treasurer
BJ Berkheimer-Club Member
Carol Chmielewski-Club Member
Barb Lynch

**Regular and Consent Agenda Approval –
Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda.
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 4-0. Commissioner Tucker was absent.

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the July 26, 2016 Regular 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 4-0. Commissioner Tucker was absent.

Motion

Commissioner Schulz moved to approve the July 26, 2016 Executive Session Minutes to remain confidential. 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 4-0. Commissioner Tucker was absent.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday August 23, 2016
P 2

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$101,316.87.
Commissioner Kroeger seconded the Motion.

Roll Call

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

Correspondence –

- John Owens – Clubhouse Rental
- Rally for a Cure – Diane Perillo
- SHS Tennis Program Thank You
- Daily Chronicle DeKalb County's Finest Golf Course
- Genoa Chamber – Cortney Strohacker
- Speer Financial Relationship Letter
- Sycamore Library Thank You
- DCCF – Dan Templin Letter
- DCCF – Dan Templin Letter

Commissioner Graves noted that Kirk Lundbeck and Jeff Donahoe and staff do a nice job on the course and it's nice to be awarded by the County for a great job.

President Strack noted he is aware of the challenges for the DeKalb Park golf course and he thanked Kirk for everything he does.

Public Input

Program Supervisor Metcalf introduced Barb Lynch from the Opportunity House. Barb Lynch then noted she is here with members of the Aktion Club of Opportunity House and their focus is similar to Kiwanis and support activities that benefit children. All of the members introduced themselves. Shadow Gentry noted they give donations to children's programming throughout the year. He then noted they were giving the Park District a donation of \$500.00 to be paid in increments of \$250.00 over the next few years for the new Recreation center.

Monthly Department Presentation – Jackie Hienbuecher – She noted she was asked to look into information on supplemental insurance through IMRF. IMRF endorsed certain products on these different insurance options. These options are designed mostly for retirees and there is no cost to the employer. There is Long Term Care that is available to current employees for themselves and spouses. There is also vision insurance for retirees through the IMRF endorsed company. Commissioner Kroeger noted that vision insurance can be very reasonable so Director Gibble asked Supt. of Finance Hienbuecher to get information on this also. She is going to have a seminar on this to get more information on these products.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday August 23, 2016
P 3

Positive Feedback/Reports –

- President Strack noted that he and Director Gibble meet with DeKalb Park Board Member Phil Young and Director Amy Dahl. They expressed appreciation of our help given to them recently.
- Commissioner Kroeger noted the buzz he gets when he talks about the Park District is great. Staff is doing a great job and it is a great feeling when drive by our parks and playgrounds. It wasn't like this 5 years ago and we have turned a corner.

Old Business –

Construction Management Report–

Director Gibble noted the engineers and architects are working with the Construction Manager now on the preliminary timeline for the project. There are having discussions on things like structural components, soils for sled hill, etc. They hope to have their first cost estimate in about 3 weeks and proceed from there.

Report of Action 2020 Committees –

Commissioner Graves noted the Dog Park Committee will be meeting next week. The had a meeting last month and discussed activities they want to do. Sarah is working hard to accommodate them and they hope to start things up next week.

Update on Leaf a Legacy

Program Supervisor noted there have been some tickets bought on line and some in person. Director Gibble noted we are close to nailing down certain donations and naming rights sponsors.

Updated on Lighted Sign – Director Gibble noted he gave the board what was submitted to the City last week. This has been approved and the process will begin now to piece this together. We have submitted a permit application to IDOT to go under the road. When this gets approved, we will then do the quotes or bids.

Authorization to Retain Liquid Asset Mgmt. Firm – Director Gibble noted he recommends giving him authorization to proceed with this. If the board approves the resolution will be approved in a later agenda item. Director Gibble noted he gave the revised version of the agreement to the board.

Motion

Commissioner Schulz moved to approve authorization for the Executive Director to enter into the attached contract with PFM Asset Management and to permit our Treasurer to begin to proceed with a transfer of funds to their management. 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 Tucker was absent.

New Business

Resolution 03-2016: Liquid Asset Management – Director Gibble noted that since the board agreed to enter into the contract with PFM, we now need to adopt this resolution.

Motion

Commissioner Schulz moved to approve Resolution 03-2016 Liquid Asset Management. 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 Tucker was absent.

Safety Policy – Supt. of Parks Donahoe noted that he combined several different safety policies and procedures that PDRMA wanted us to do. This encompasses the entire Park District. This is the beginning of this process and will be adding things to it. He is looking for the board's initial approval and as things change or get added he will bring it back for approval.

Motion

Commissioner Schulz moved to approve the safety policy as presented. 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 Tucker was absent.

Recommendation on Software/Hardware – Program Supervisor Metcalf noted they have been looking into new recreation software and narrowed it down to two firms. She is recommending RecTrac as our new recreation software.

Motion

Commissioner Schulz moved to approve Vermont Systems – RecTrac as our new registration software. 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 Tucker was absent.

Award Bid for ADA/Walkways – Director Gibble noted he recommends the board authorize him to enter into a contract with Elliott & Wood.

Motion

Commissioner Graves moved to authorize the Executive Director to enter into a contract with Elliott & Wood for the sidewalk/path work at Chief Black Partridge and Dr. John Ovitz parks in the amount of \$42,580.00. 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 Tucker was absent.

Old Mill Park Land Swap - Director Gibble noted this is just information at this point. He gave them the plan showing where the land trades are located that were discussed. He does not need any commitment at this time, but wanted the board to let him know if the board has any concerns on this. He noted the land area to swap would be the same amount at this point. The board gave consensus to proceed with discussions but make sure this would give us room to add more parking and possibly pave the lot. The board suggested having a list of items we need. There were some discussions on the need for a stop light in that area off RT 23, especially with more traffic created by this subdivision.

Annexation Ordinance 06-2016 – Director Gibble noted this is another area to be annexed in that should have been.

Motion

Commissioner Schulz moved to approve Annexation Ordinance #06-2016.
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 4-0. Commissioner Tucker was absent.

Resolution 04-2016: A Resolution Establishing the Sycamore Park District as the Sole Provider of Food, Beverage and Miscellaneous items at all Parks and Facilities. – Director Gibble noted we got the announcement from the Scouts that they will no longer be selling concessions for AYSO. Due to this change and the Liners being gone, he recommends approval to clean up and change the wording.

Motion

Commissioner Schulz moved to approve Resolution 04-2016. 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 Tucker was absent.

License Agreement with City of Sycamore for Trail Project – Director Gibble noted he recommends approval of this license agreement to help the City make this project happen.

Motion

Commissioner Graves moved to approve the License Agreement as presented.
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 Tucker was absent.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday August 23, 2016
P 6

Setting of Date for Next Study Session - This was already set for Sept. 20th at 6:00 pm.

Public Input - None

Motion

The Board adjourned the Regular Session at 7:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

Vice President Schulz 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