

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Tuesday, November 15, 2016**

President Strack called the meeting to order at 6:40 p.m.

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:40 p.m. on Tuesday, November 15, 2016.

Will the 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, Supt. of Finance Jackie Hienbuecher, Supt. of Parks, Jeff Donahoe, Supt. of Golf Ops. Kirk Lundbeck, Program Supervisor Lisa Metcalf, Program Supervisor Sarah Rex, Melissa Dobberstein, and Recording Secretary Jeanette Freeman.

**Regular Agenda Approval –
Motion**

Commissioner Schulz moved to approve the Regular 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 5-0.

Recreation Campus Update – Director Gible had Farnsworth Group and Ringland-Johnson introduce themselves. Caius Jennison with Farnsworth Group introduced himself and Doug Draeger and Annie Blatt also with Farnsworth Group. Brent Johnson with Ringland-Johnson introduced himself and Greg Kladar also with Ringland-Johnson. Director Gible noted the intent of the core of this meeting is to update the board on where we are in the process. Also, to go over the revised timeline and latest cost estimates. He also wants the board to understand when they will have some key decisions to make. Caius and Doug with Farnsworth Group went over the overall design details. Brent with Ringland-Johnson noted the Board could be proud of the quality of this design. The Park is investing in a long-term asset. This should be a 50-100 year type building. He then went over the timeline with the Board and the early budget figures. There was more discussion on the design and timeline.

III Update and Presentation on Golf Operations Goals, Objectives, and Action Statements:

Kirk, Jackie, Melissa, Jeff – Director Gibble noted at the last study session we presented to the Board the first draft of our Goals, Objectives and Action statements to get the Board's reaction. Since then we had an all staff retreat to talk about them further. This was also to try and get all staff to understand the other areas so staff did some exercises to help with this. The next step is to take all the goals and objectives and put a final structure together to address our operations going forward as we expand and grow. Each of the groups will show the Board their revised goals. Tonight is the Golf Operations/Concessions area. This group has been looking into fees and charges also during this process. The goal is to have all of these completed and to the Board at the December meeting. Supt. of Parks Donahoe went over the fees and charges of other Park District run courses to compare to ours. Some are Park Districts, but the courses are run by Management Companies. Kirk got the rates and Jeff looked up all the EAVS of these Park Districts. It looks like we were higher on the out of district pass rates, so this will be looked at. Supt. of Finance Hienbuecher noted there are a lot of misconceptions out there about the Golf Course. There was discussion on the misconceptions and what can be done to help with this.

IV – Status of Old Mill Park by Grainger – Director Gibble noted he received a voice mail from Brian Grainger to meet with him. He wanted to let the Board know he will get back to him to discuss further.

V – Status of IDOT Grant Trail Project – Director Gibble noted we have completed all the data we need to at the Federal and State level to be able to receive money from them. One thing that has changed in Springfield is that we can't just continue to use the engineer that did our Phase I engineering as we continue through this project. We have to go through the qualification process again. He, Jeff and Bill will be putting out an RFQ in the next few weeks for the next Phase of the project.

VI – Review and Discussion of KSRA Growth and Potential Agreement with Flagg-Rochelle and Sandwich Park Districts – Director Gibble noted this is the revised as it will come to you at the December meeting possibly. The Board of Sandwich and Flagg-Rochelle have to adopt a letter of understanding between KSRA and their agencies. Once that is approved, it will come to the Board for final approval.

Motion

The Board adjourned the Regular Session at 8:46 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

President Strack called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District