

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, September 26, 2017**

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, September 26, 2017.

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 Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Meg Jourden-Messerich, Kirk Lundbeck, Sarah Rex and Steve Tritt.

Guests at the Board meeting were:

None

Regular and Consent Agenda Approval –

Motion

Commissioner Schulz moved to approve the Regular Agenda and the 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.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the August 22, 2017 Regular 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.

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$694,992.55.
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 –

- Sycamore Public Library staff
- SPD & KSRA – Little Tumblers Program
- Sycamore Chamber – Pumpkin Race

Public Input – None

Positive Feedback –

- Commissioner Schulz gave kudos to Sarah for the Green Award and to all involved. She heard the Superhero event was amazing and heard great things about it.
- Commissioner Kroeger – He heard great things about the Touch-a-Touch. He has heard overall comments from guys on the golf league about how the Park District has turned things around. Positive feedback.
- Commissioner Graves gave kudos to staff and what staff has been doing the last months working on the 2020 Vision. He is excited to be a part of it.
- President Strack noted that in Dan's report he talked about restarting the long term planning. Kudos to bring this back to the surface.

Monthly Report – Steve Tritt – Asst. Supt. Golf Maintenance - Steve noted we have hosted the IHSA Girls Regionals the last 3 years. This tournament brings in \$25.00 per golfer so last year we made \$1500 in green fees and carts. Prior to the tournament \$1400.00 was collected from practice rounds, along with an estimated \$1600.00 made in concessions. Revenue from the tournament, green fees and carts accounted for 6% total revenue collected for the month of October last year. This year we will be hosting the Boys IHSA Regionals also. The boys tournament is a trial tournament for us. IHSA has been reluctant to let Sycamore host the tournament in the past because our course rating is low or too easy. We toughened up the course by placing the tees and pins in different places. Supt. of Golf Operations noted he has tried to get the boys before. He had IHSA out in the Spring to show them what we can do. He and Steve worked together on this.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday September 26, 2017
P 3

Old Business

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher - Jackie noted this is just an update.

Final Approval: Pt. Time Personnel Manual Review/Revisions – Director Gibble noted he put in the minor changes from the Board and recommends approving the PT Personnel Manual as presented.

Motion

Commissioner Schulz moved to approve the Part Time Personnel Manual as presented.
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.

Resolution 03-2017 –A Resolution of Support for the Settlement Negotiated by the DeKalb County State’s Attorney and Sycamore Community Unit School District #427 Concerning Property Taxes and Various Parcels of Real Estate Owned by American National Bank Trust 2566 – Director Gibble noted he recommends adoption of the resolution and allow the County to finish its work with Mr. Coghlan and Old Mill LLC.

Motion

Commissioner Schulz moved to approve Resolution 03-2017 - A Resolution of Support for the Settlement Negotiated by the DeKalb County State’s Attorney and Sycamore Community Unit School District #427 Concerning Property Taxes and Various Parcels of Real Estate Owned by American National Bank Trust 2566. Commissioner Kroger 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.

Update on Annexation Error – Director Gibble noted he gave a handout to the Board to update them on his parcel. He will have the ordinance for this at the next Board meeting.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday September 26, 2017
P 4

Construction Management Report – Director Gibble noted that Ken is gone this week so there is no report. Commissioner Kroeger did go over some of the issues there are at this time.

Begin Discussion with Board on Naming – Supt. of Recreation Meg Jourden-Messerich noted staff met to regroup from the Study Session of brainstorming for names of the rest of the facilities at the campus. From there, came back with Ted's challenges regarding the name for the campus and the splash park. Regarding the community center their recommendation is to go with Sycamore Park District Community Center. For the recreation campus, they were trying to capture SPD past and future. She named off the five suggestions they came up with. For the splash park she named off the four names they came up with. There was discussion on the names for all areas. Director Gibble asked everyone to send Meg their ideas on the splash park and this can be talked about more at the next study session.

Motion

Commissioner Schulz moved to approve Sycamore Park District Community Center for the center name. The motion was seconded by Commissioner Kroeger.

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 Sycamore Park District Legacy Campus for the recreation campus name. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

The splash park naming will take place at the next study session.

Setting Date for October Study Session – The date of October 18th at 6:00 pm was set for the next study session.

Recommendation for Disposal of Records – Office Manager Jeanette Freeman noted she is asking for recommendation for disposal as stated in the staff recommendation.

Motion

Commissioner Kroeger moved to approve the disposal of records as listed on the Application for Authority to Dispose of Local Records with the State of Illinois. 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.

New Business

Proposal to Pay Down IMRF – Supt. of Finance Hienbuecher noted she has tried to get additional information from IMRF on what our future savings could be if we were to do a pay down. At this point she has not received a definite answer on this, but is still trying to. Director Gibble suggested tabling this to get more information on this.

Technology Recommendation – Supt. of Finance Hienbuecher noted that both companies are quite capable of doing the job. She struggled with this decision and she is looking for the Boards feedback and perspective.

Motion

Commissioner Schulz moved to approve Sundog. Commissioner Tucker seconded the Motion.

At this point there was discussion on both companies. Superintendent Hienbuecher indicated she struggled with the recommendation as both she and Director Gibble noted that there had been some frustration with Sundog in regards to service and response to hardware needs. Hienbuecher indicated that the decision is one between knowledge of current system and how we will be treated as a customer. With Sundog, there will not be a learning curve on the existing systems. We still remain concerned about service on the back end with them. Commissioner Tucker called the question.

Roll Call

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

Motion

Commissioner Schulz moved to approve CMJ Technologies as our technology provider. 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 5-0.

Resolution 04-2017 – A resolution authorizing use of NJPA -

Motion

Commissioner Schulz moved to approve Resolution 04-2017 A Resolution Authorizing the use of NJPA. 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 5-0.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday September 26, 2017
P 6

Recommendation on Plowing/Park Closure – Director Gibble noted that Jeff talked to the Fire Department and they have no concerns. We will still plow a single path through the Park to the Trails for walking.

Motion

Commissioner Schulz moved to approve the Plowing/Park Closure as recommended.
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.

Approval of Updated Job Descriptions for Full-Time/IMRF Eligible Positions to Address Ergonomics Policy – Director Gibble noted we had our Loss Control Review today and this is one more step in the Ergonomics Policy that the Board passed last year. Our Intern did assessments of all of our Full Time and IMRF employees to check for issues that might cause strain in the work. That allowed us to modify each job description to address the environmental issues. The next step will be to categorize employees based upon the demands of their work. We will then develop methods of managing their work so we have fewer injuries which is part of the Loss Control process. All current job descriptions and any future ones will now be in the same format.

Motion

Commissioner Schulz moved to approve the Updated Job Descriptions for Full-Time/IMRF Eligible Positions to Address the Ergonomics Policy. 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 5-0.

Public Input - None

Motion

The Board adjourned the Regular Session at 8:00 p.m. on a motion made by Commissioner Schulz. 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