

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, February 27, 2018**

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, February 27, 2018.

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, Sarah Elm Rex, and Theresa Tevsh.

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 with Agenda #46 Supt. of Parks report pulled out for discussion. 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 January 30, 2018 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 5-0.

**Claims and Accounts Approval
Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$694,238.33. 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 5-0.

President Strack asked Supt. of Parks Donahoe if we could consider putting temporary benches up. Director Gibble noted that Supt. of Parks Donahoe can let the Viet Now Group know we can continue with the flag poles for now.

Correspondence –

- Sycamore Police Dept
- Sycamore Chamber
- IAPD

Public Input – None

Positive Feedback –

- Director Gibble noted he would like to formally thank Megan for her service to the Park District. We are sad to see her go, but wish her the best and again thanked her for her service in the short time she was here.
- Megan thanked the board and staff and noted she is truly sad to be going. This has been an amazing experience and this was the district and the fit she was looking for.
- Director Gibble then welcomed Theresa and noted we are glad to have her.
- President Strack noted the building looks great and thanked Commissioner Kroeger for helping during this process.

Monthly Report – Supt. of Parks Jeff Donahoe – Supt. Donahoe noted we have this nice facility and how are we going to take care of it. We have all been working well together on operations plans, and how things will run. We have hired a full time custodian, Jerry Dobson that will be starting on Monday. He will hire a part time person to help with the odd hours. We will see how it goes, to determine his schedule. We are now going through trainings on how to run the systems and there is more training to do. We have met with Art Zern with the Sycamore Fire Department on evacuation plans and emergency procedures. Art suggested talking to the schools since they have these in place. He noted that Meg wrote our plan on emergency safety in the workout facility and had it approved by PDRMA. Supt. Donahoe handed out an outline of a task list of everything that needs to be done. This has man hours and supplies needed for the tasks.

Old Business

Review Status of Legacy Campus Construction – Director Gibble noted we had a mid March target for starting up work on the Splashpad, then the landscaping and fencing will be after that. We are getting a cost estimate to sod around the entrance of the building. Commissioner Kroeger noted sod could be difficult to get at this time, so possibly we could mulch it. If sod is put down, it will still be very soft for people to walk on.

FF&E Update and “Adds” – Director Gibble noted the board has his recommendation in front of them. Staff is suggesting what items they would like to add back in and prioritizing them.

Motion

Commissioner Tucker moved to authorize the Executive Director to spend the remaining funds as detailed for the FF&E updates as presented. 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.

License Agreement with CUSD #427 for Route 23 to Brickville Road Trail Project – Director Gibble noted the board saw this last month but this has a few changes based up the wishes of the School District. IDOT reviewed it and got approval back to him in less then a week. He recommends adoption.

Motion

Commissioner Schulz moved to approve the License Agreement with CUSD #427. 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.

Splash Fountain Rule Modification – Supt. of Recreation Theresa Tevsh noted it was a team effort. The Splash Fountain Rules are in front of the board with the modification requested for the boards approval.

Motion

Commissioner Tucker moved to approve the amendment of the Splash Fountain Rules 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 5-0.

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New Business

Consideration of Purchase of F350 Pickup Truck – Director Gibble noted that he did have Supt. Donahoe check with Bemis on this one and they could not come close to the State Purchase price. Supt. Donahoe noted the total for the truck with the package that we need is \$34,234.00. This is in the capital budget already. The Bemis price was about \$7000 higher.

Motion

Commissioner Kroeger moved to approve the purchase of the Ford F350 for \$34,234.00.
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.

Draft Budget and Appropriation Ordinance – Supt. of Finance Hienbuecher noted this is a draft. Once the audit it substantially complete and she has the beginning fund balance numbers to plug in she will have the final ordinance to pass at the March meeting.

First Review of Executive Summary – Recording Secretary Freeman noted this is the first draft. The budget was not included in this draft since the board already had the budget. There may be possibly more significant events added. Recording Secretary asked if there are any additions or corrections please let her know.

Review Grand Opening Plans – Supt. of Golf Ops Lundbeck handed out the flyer and the timeline. He noted yet another team event on the committee of himself, Sarah, Lisa, Meg, Melissa and Theresa. There are some great things for the Sneak Peak and the Grand Opening. He noted we would like the Board to be there if possible and asked them to give him their availability. He went over some of the details.

Approve Professional Services for Phase III of Brickville to Rte. 23 Trail Project – Director Gibble noted he would like to modify the recommendation to show authorization be given to President Strack enter into the contract for Phase III: Construction Engineering. The project is still on track to be bid April 27th.

Motion

Commissioner Schulz moved to give authorization to President Strack to hire, under the direction of IDOT, Engineering Resource Associates for the Phase III: Construction Engineering on the Brickville to Rte. 23 Trail Project. 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.

Public Input - None

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:56 pm on a motion made by Commissioner Schulz for the reasons 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 5-0.

- 5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- 6 The setting of a price for sale or lease of property owned by the public body.

The Board convened to Executive Session at 7:02 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman and Director Gible.

Motion

The Board adjourned the Executive Session at 7:20 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. 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.

Motion

The Board adjourned the Regular Session at 7:20 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