

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, April 23, 2019**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center Building located at 480 S. Airport Road in Sycamore, Illinois is called to order at 6:06 p.m. on Tuesday, April 23, 2019.

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, Schulz, Tucker, Strack and Kroeger.**

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, Kirk Lundbeck, Justin Genz, Nicholas McCarney, and Theresa Tevsh.

**Guests at the Board meeting were:**

Ben Doty, 254 Wendy St., Sycamore

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Tucker moved to approve the Regular Agenda and the Consent Agenda with pulling Supt. of Recreation report. Commissioner Schulz seconded the Motion.

**Voice Vote**

President Kroeger 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 March 19, 2019 Regular Meeting Minutes. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Graves moved to approve the Special Meeting-Public Hearing of March 19, 2019. Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Claims and Accounts Approval**

**Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$234,914.63.  
Commissioner Tucker seconded the Motion.

**Roll Call**

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

Commissioner Strack wondered about the Basketball tournament. Supt. of Recreation Tevsh did not come to an agreement with them according to her report. Supt. of Recr. Tevsh noted that they came to her early in the year. She went to see one of their events. The event planner said he came to us because our location can hold 300 people and the team players are in the area. He is looking to have concessions and they want a cut of it. Supt. of Recr. Tevsh noted that his numbers are very skewed. The event planner did no advertising except what we did. They group is new and she has not received anything from him except some pictures. She also noted that we will not give a cut of concessions.

**Correspondence –**

Flagg Rochelle Park  
West Elementary Thank You  
DCEDC Letter

Commissioner Strack noted the DCEDC Letter is asking for money. Director Gibble is looking for direction on this. There was a consensus to not pay the dues or give any other money.

**Public Input – None**

**Positive Feedback –**

- President Kroeger noted we just had our one year anniversary. He noted that Jeff worked hard to clear the snow during the event. He also thanked Ben Doty for coming to the event.
- Director Gibble noted we sold new memberships.
- Supt. of Recr. Tevsh noted that the 1 Year Big Clean Team went through the building to make sure we looked like we did when we opened up. Everyone pitched in to do their parts, including Jerry Dobson working hard on this.
- President Kroeger thanked everyone for really taking care of the building – it still looks new.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday April 23, 2019  
**P 3**

**Introduction of New Staff:**

Supt. of Parks Donahoe introduced Nicholas McCarney who is our new Full Time Natural Areas Specialist. Nicholas told the Board about his background in education and jobs before coming to the Park District.

Supt. of Recr. Tevsh introduced Justin Genz who is still our Intern and in two weeks will become our new Full Time Program Recreation Specialist. Justin told the Board about his background in education and jobs.

**Monthly Report** – Supt. of Golf Ops Lundbeck noted he handed out information on a 2018-2019 revenue comparison. He noted he is excited about the beginning of the season. He then went over the figures.

Commissioner Strack noted that Brian Grainger Development is trying to get golf carts on the roads and then to the course. He wondered if we could maybe charge a fee and then people could bring their own carts to the course. Supt. of Golf Ops Lundbeck noted that people could access the course from anywhere and we wouldn't know they were on the course. There also is the liability issue. Director Gibble also noted there would be concern of those carts on the road could have gas, oil, etc on the wheels from the roads and could ruin the course. He noted he has had a conversation with Brian Grainger and shared with him the concerns that have been brought up when it was suggested before.

**Plan Commission Report** Commissioner Strack noted he wanted to comment on the Enterprise Zone. The Carriage House received Tax Incentives and he found out that the sales tax was waved for their tax incentives

**Old Business**

**Update on Bridge** – It is now open for use.

**Dedication Event Bemis Family Dog Park** – Justin noted we will be having an onsite demo, Petco and Petsmart will be handing out samples. Supt. of Recr. noted the trainer we will have out there is going to cover etiquette of a dog park. Commissioner Schulz gave kudos to Amy Bemis who has done an amazing job on social media posting pics of dogs with their tags on.

**PDRMA Letter** – Director Gibble noted we have received approximately \$9000 from PDRMA to pay for the paving the was lost up to the bridge. In a previous meeting it was agreed that he would do a letter of frustration and concern. He drafted the letter and has shared with President Kroeger and counsel. When counsel is comfortable with it, President Kroeger will then share with the rest of the board and bring back to the May meeting for approval and signature.

**Approval of Executive Summary –**

**Motion**

Commissioner Schulz moved to approve the Executive Summary as presented.  
Commissioner Strack seconded the Motion.

**Roll Call**

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

**New Business**

**Annual Audit Review DRAFT –** Supt. of Finance Hienbuecher noted this will be presented at the May meeting.

**Quarterly Capital Funds Update –** Supt. of Finance Hienbuecher noted this is just an update where we are at now, what we have spent so far, and what is left to be spent.

**Authorize Treasurer to Transfer Funds** - Supt. of Finance Hienbuecher noted that each year when we do the audit, we do have some fund transfers that we do. We need to have these approved by the board formally. First there were funds transferred from the general fund in the Concessions fund to the Golf fund approximately \$80,000, which eliminated the negative cash that was in the Golf Course for 2018. She then noted, this is the first year in quite some time that we did not have to transfer funds for negative cash in the Aquatics fund and this is due to the Splash Pad. Typically, the transfer to the Aquatics is around \$25,000.

**Motion**

Commissioner Strack moved to approve the Transfer of Funds. Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Consider Large Events** – President Kroeger noted this is a list of already scheduled events. Director Gible noted that Sarah wants to make this a quarterly report for all the special events. This is just informational at this time.

**Public Input** – None

**Study Topics and Possible Action:**

**Planning for Leadership/Succession-** President Kroeger noted that he, Director Gibble, and Commissioner Schulz have been meeting for several months. They have been talking about the replacement of the Executive Director with Dan retiring. They have accepted his resignation with his last day of work being August 31, 2020 and thanked him for everything he has done. It will go public later this week.

The plan now is to form a committee and he had asked for names for this committee. The Board had given President Kroeger names. He noted that new Commissioner Ben Doty, and Commissioner Strack should be on this committee and it should be approximately 3-5 members to start with. As it gets closer to the interviews there may be more members on the committee. Commissioner Strack noted we need to get a timeline first and then schedule things. Director Gibble noted the previous process when he was hired, was great and very positive.

President Kroeger noted we need to also plan for Superintendents when they decide to retire and the Board also. We need to make sure there is a plan in place so it will be on the agenda quarterly. Commissioner Strack noted the next step for the Executive Director Search is to get the list for the committee and narrow down the list. By the May meeting we need to have a list of names from everyone. He also noted that we need the list of names for board members by June.

**Review and Finalize Timeline for “Securing the Legacy”**

Commissioner Schulz suggest renaming it to “Sustaining the Legacy”. Director Gibble suggested possibly doing a community survey or public hearings. Commissioner Tucker noted the next things that we need to look at are the Pool, Neighborhood Parks, the Museum and Bike Trails. Commissioner Strack noted we need to focus on what the community wants, so we need to do the surveys. Director Gibble suggested using the brochures, etc to get the information out before the survey goes out. President Kroeger noted we really need to get the facts out on the pool for everything. Director Gibble noted that Commissioner Schulz had suggested having an Aquatic engineer to do a pool assessment. Director Gibble suggested having staff and board handling in the beginning. Director Gibble noted going back and revising the timeline and pulling out the committee pieces and shorten the window. About the time that the new Executive Director comes on have the focus groups and/or public hearings. Director Gibble recommends using the same company we did before for the survey since they will have our database on the previous survey. There was a consensus for Director Gibble to get quotes on the survey. President Kroeger noted they would like the staff feedback on the pool the June meeting and then get quotes on the professional pool assessors.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:15 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

**Roll Call**

President Kroeger 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.

The Board convened to Executive Session at 8:20 pm. The roll was called with Commissioners Graves, Schulz, Strack, Tucker and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Ben Doty.

**Motion**

The Board adjourned the Executive Session at 8:47 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Strack.

**Roll Call**

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

The Board reconvened to Regular Session at 8:47 pm. The roll was called with Commissioners Graves, Schulz, Strack, Tucker and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Ben Doty.

**Motion**

The Board adjourned the Regular Session at 8:47 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Tucker.

**Voice Vote**

President Kroeger 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