

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday: January 16, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

<b>SCHEDULED VISITORS:</b>	-None
<b>APPROVAL OF MINUTES:</b>	-December 19, 2016 Regular Meeting
<b>TREASURER'S REPORT:</b>	-December, 2016
<b>COMMUNICATION TO BOARD:</b>	-None
<b>OLD BUSINESS:</b>	-None
<b>COMMISSIONER'S REPORT:</b>	-None
<b>EXECUTIVE DIRECTOR'S REPORT:</b>	-Lawrence Park/NICOR Gas Line -Park District Logo Development Discussion

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** -No Report

**DIRECTOR OF RECREATION REPORT:** -Department Update  
-Military Leave Discount

**NEW BUSINESS:** -CrossFit Unicus Agreement

### **COMMUNICATION FROM VISITORS:**

**EXECUTIVE SESSION:** -None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
January 16, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on January 16, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Hippen Reyes Stutzke Zuithoff
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
<b>DIRECTOR OF RECREATION PRESENT:</b>	Zepezauer

**SCHEDULED VISITORS:** Sterling Resident, Tom Brackemeyer expressed concerns and asked questions about the Safe Route to School Grant that is funding the construction of a walk and bike path from the corner of 6<sup>th</sup> Avenue and Lynn Boulevard to Franklin School. Brackemeyer also expressed concern about the 6<sup>th</sup> Avenue/Lynn Boulevard intersection, the lack of a sidewalk on some portions of 6<sup>th</sup> Avenue and issues regarding sidewalks in disrepair around Sterling High School.

Executive Director Schuldt reviewed the funding and payment processes of the grant as well as discussed the methodology of the path's design and future path locations within the area of discussion.

**APPROVAL OF MINUTES:** On a motion by Aitken and a second by Stutzke, it was moved to approve the minutes of the Regular Meeting held on December 19, 2016. Upon roll call vote, the following voted aye: Aitken, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**TREASURER'S REPORT:** On a motion by Aitken and a second by Hippen it was move to approve the December 2016 Treasurer's Report. Upon a roll call vote, the following voted aye: Aitken, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S  
REPORT:**

Executive Director Schuldt discussed the request from NICOR to install a gas line between Rock Falls and Sterling, 30' under Lawrence Park. Schuldt indicated that prior to the start of the project an easement must be approved by the Board.

Marketing Manager Kathleen Sciacero presented several logo samples for the Board's consideration. After a few minutes of discussion, the Board concurred with the recommendations from the staff.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on the various activities of his department.

**DIRECTOR OF RECREATION –**

Director of Recreation, Paul Zepezauer updated the Board on the various activities of his department.

Zepezauer also presented staff's recommendations regarding military pass discounts. It was the consensus of the Board to offer annual pass discounts from 20-30% for Active Military, Veterans, Reservists and their respective families. In addition, the Board concurred that any active military person on leave could use Duis Center or Westwood at no cost during their leave period.

**NEW BUSINESS:**

On a motion by Zuithoff and a second by Aitken it was moved to grant Executive Director Schuldt the authority to enter into an agreement with CrossFit Unicus whereby the Park District purchases the equipment and business for a total sum of \$30,000. Upon a roll call vote, the following voted aye: Aitken, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Hippen, it was moved to adjourn the regular meeting at 8:15 PM. Upon a roll call vote, the following voted aye: Aitken, Hippen, Reyes, Stutzke and Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday: February 20, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-None

### **APPROVAL OF MINUTES:**

-January 16, 2017 Regular Meeting

### **TREASURER'S REPORT:**

-January, 2017

### **COMMUNICATION TO BOARD:**

-None

### **OLD BUSINESS:**

-None

### **COMMISSIONER'S REPORT:**

-None

### **EXECUTIVE DIRECTOR'S REPORT:**

-Sterling Schools Middle School Activities Agreement

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Update

#### **RECREATION REPORT:**

-Westwood Fitness and Sports Center Report

### **NEW BUSINESS:**

-Emerald Hill 2017 Green Fees

-Bond Tax Abatements (Ordinances 2017-02, 03 and 04)

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
February 20, 2017**

**CALL TO ORDER:** Vice-President Hippen called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on February 20, 2017 at the Duis Recreation Center. Hippen stated that Commissioner Zuithoff would be attending the meeting by electronic means.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Aitken Hippen Zuithoff
	<b>COMMISSIONERS ABSENT:</b>	Reyes Stutzke
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>WESTWOOD MANAGER PRESENT:</b>	Dravis

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Aitken and a second by Hippen, it was moved to approve the minutes of the Regular Meeting of January 16, 2017. Upon roll call vote, the following voted aye: Aitken, Hippen, and Zuithoff. Absent: Reyes and Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Aitken and a second by Zuithoff it was move to approve the January Treasurer's Reports. Upon a roll call vote, the following voted aye: Aitken, Hippen, and Zuithoff. Absent: Reyes and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** None.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**DIRECTOR OF RECREATION –**

Westwood Fitness and Sports Manager Margo Dravis updated the Board on the various activities at Westwood.

**NEW BUSINESS:**

On a motion by Aiken and a second by Hippen it was moved to approve the daily fees for the 2017 season at Emerald Hill as presented. Upon a roll call vote, the following voted aye: Aitken, Hippen and Zuithoff. Absent: Reyes and Stutzke. Motion carried.

On a motion by Zuithoff and a second by Aiken it was move to approve Bond Tax Abatement Ordinances 2017-02, 2017-03, and 2017-04. Upon a roll call vote, the following voted aye: Aitken, Hippen and Zuithoff. Absent: Reyes and Stutzke. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Aitken and a second by Zuithoff, it was moved to adjourn the regular meeting at 7:35 P.M. Upon a roll call vote, the following voted aye: Aitken, Hippen, and Zuithoff. Absent: Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday: March 20, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-None

### **APPROVAL OF MINUTES:**

-February 20, 2017 Regular Meeting

### **TREASURER'S REPORT:**

-February, 2017

### **COMMUNICATION TO BOARD:**

-None

### **OLD BUSINESS:**

-None

### **COMMISSIONER'S REPORT:**

-None

### **EXECUTIVE DIRECTOR'S REPORT:**

-Patron Longevity Rewards (DECADE2FITNESS)

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Update

#### **RECREATION REPORT:**

-Duis Center/Oppold Marina Report

### **NEW BUSINESS:**

- Westwood Building #2 Fire Suppression System
- Ordinance 93-2 (Regulating the Use of Parks) Amendments
- Ordinance 93-3 (Regulating Operations) Amendments
- Ordinance 2014-1 (Financial Controls) Amendments
- Personnel Policy Manual Amendments

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
March 20, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on March 29, 2017 at the Duis Recreation Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Aitken Reyes Stutzke
	<b>COMMISSIONERS ABSENT:</b>	Hippen Zuithoff
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
	<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs
	<b>DUIS CENTER MANAGER PRESENT:</b>	Milnes

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** Due to a lack of affirmative votes, the February 20, 2017 Regular Meeting minutes will be acted upon at the April Board meeting.

**TREASURER'S REPORT:** On a motion by Aitken and a second by Stutzke it was move to approve the February 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Aitken, Reyes, and Stutzke. Absent: Hippen and Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt discussed the soon to be released patron longevity program called the DECADE2FITNESS. Approximately 200 patrons are eligible for the award.



**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**DIRECTOR OF RECREATION –**

Duis Center/Oppold Marina Manager Stephanie Milnes update the Board on the various activities at Duis Center and Oppold Marina.

**NEW BUSINESS:**

On a motion by Aitken and a second by Stutzke it was moved to accept the bid from Automatic Fire Systems, Inc. of Machesney Park, Illinois for the amount of \$28,783 to install an automatic fire protection system in Westwood Building #2. Upon a roll call vote, the following voted aye: Aitken, Reyes and Stutzke. Absent: Hippen and Zuithoff. Motion carried.

On a motion by Aitken and a second by Stutzke it was moved to approve the amendments to Ordinance 93-3 as presented, with the exception of Section 11.1 where the park closing hours would be changed from 10:00 PM to 11:00 PM. Upon a roll call vote, the following voted aye: Aitken, Reyes and Stutzke. Absent: Hippen and Zuithoff. Motion carried.

On a motion by Aitken and a second by Stutzke it was moved to approve the amendments to Ordinance 93-3, Ordinance 2014-1 and the Personnel Policy Manual as presented. Upon a roll call vote, the following voted aye: Aitken, Reyes and Stutzke. Absent: Hippen and Zuithoff. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 8:15 P.M. Upon a roll call vote, the following voted aye: Aitken, Reyes and Stutzke. Absent: Hippen and Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold their Annual Meeting on Monday, April 17, 2017 commencing at 6:30 P.M. This meeting will be held at the Duis Center, 211 East St. Mary's Road; Sterling, Illinois.

## **AGENDA**

Call to Order

Roll Call

Disbandment of Present Officers

Oath of Office

Election of Chairperson Pro Tem

Election of President

Election of Vice President

Appointment of Secretary

Appointment of Treasurer

Approval of FY 2018 Meeting Dates/Time/Location

Appointment to Sterling Park District Museum  
Association Board for FY 2018

Adjournment

**STERLING PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
ANNUAL MEETING  
April 17, 2017**

**CALL TO ORDER:**

**COMMISSIONERS PRESENT:**

Andersen  
Hippen  
Stutzke  
Reyes

**COMMISSIONERS ABSENT:**

Zuithoff

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**DISBANDMENT OF OFFICERS:**

On a motion by Stutzke and a second by Hippen it was moved to disband the present officers of the Board of Commissioners. Upon roll call vote, the following voted aye: Hippen, Stutzke and Reyes. Absent: Zuithoff. Motion carried.

Rick Andersen was sworn in as Park Commissioner.

**ELECTION/APPOINTMENT OF  
OFFICERS, MEETING DATES  
APPROVAL, MUSEUM  
BOARD APPOINTMENT:**

On a motion by Hippen and a second by Stutzke, Marvin Reyes was nominated to be President of the Board of Commissioners, Jeff Hippen was nominated to be Vice President of the Board of Commissioners, Executive Director Larry Schuldt was nominated to be Secretary of the Board of Commissioners, and David Stutzke was nominated to be Treasurer of the Board of Commissioners. Upon roll call vote, the following voted aye to approve the slate of nominations: Andersen, Hippen, Stutzke and Reyes. Absent: Zuithoff. Motion carried.

On a motion by Hippen and a second by Stutzke it was moved to approve the regular meeting dates for the Sterling Park District for the 2017-2018 fiscal year with the meetings being held at 6:30 PM on the third Monday of each month at the Duis Recreation Center which is located at 211 East St. Mary's Road, Sterling. Upon roll call vote, the following voted aye: Andersen, Hippen, Stutzke and Reyes, Absent: Zuithoff. Motion carried.

President Reyes appointed Commissioner Stutzke and Executive Director Schuldt to the Sterling Park District Museum Association Board for fiscal year 2017-2018.

**ADJOURNMENT:**

On a motion by Stutzke and a second by Andersen, it was moved to adjourn the annual meeting at 6:33 P.M. Upon roll call vote, the following voted aye: Andersen, Hippen, Stutzke and Reyes. Absent: Zuithoff. Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; April 17, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois immediately after the 6:30 P.M. Annual Meeting.

## AGENDA

### **CALL TO ORDER**

### **ROLL CALL**

**SCHEDULED VISITORS:** -Ken Harrington, Messiah Lutheran Church

**APPROVAL OF MINUTES:** -February 20, 2017  
-March 20, 2017

**TREASURER'S REPORT:** -March, 2017

**COMMUNICATION TO BOARD:** -None

**OLD BUSINESS:** -None

**COMMISSIONER'S REPORT:** -None

**EXECUTIVE DIRECTOR'S REPORT:** -Racquet Manager Interviews  
-Museum Curator Interviews  
-New Logo Ribbon Cutting  
-Proposed Minimum Wage Impact

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** -Department Update

**RECREATION REPORT:** -Department Update

**NEW BUSINESS:** -Park's Department Mower Bids

### **COMMUNICATION FROM VISITORS:**

**EXECUTIVE SESSION:** -Per Section 2(c) (1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
April 17, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:34 P.M. on April 17, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	Zuithoff
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Hippen was moved to approve the regular meetings of February 20, 2017 and March 20, 2017. Upon a roll call vote the following voted aye: Hippen, Reyes and Stutzke. Abstain: Andersen. Absent: Zuithoff

**TREASURER'S REPORT:** On a motion by Andersen and a second by Stutzke it was move to approve the March 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes, and Stutzke. Absent: Zuithoff. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt discussed the status of the process of hiring a Racquet Manager and a Museum Curator; alerted the Board about a ribbon cutting at Westwood to launch the new District logo and updated the Board on the impact of a proposed increase in the Illinois minimum wage.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Schuldt updated the Board on the various activities that have recently taken place or are ongoing in the Recreation Department.

**NEW BUSINESS:**

On a motion by Stutzke and a second by Andersen it was moved to accept the bid from MTI Toro of Bettendorf, IA for the amount of \$13,336.57 to purchase a new 72” self-propelled mower. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Zuithoff. Motion carried.

On a motion by Hippen and a second by Stutzke it was moved to amend the License with Sauk Valley Therapy reducing the term from 36 months to 28 months. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Zuithoff. Motion carried.

**EXECUTIVE SESSION:**

On a motion by Stutzke and a second by Hippen it was moved to adjourn into executive session per section 2(c)(1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline of dismissal of specific employees of the Sterling Park District. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Zuithoff. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 8:15 P.M. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Zuithoff. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Monday, May 1, 2017; commencing at 6:00 P.M. This meeting will begin at Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Discuss/take action on interior renovation bids for Westwood Building #2.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
May 1, 2017**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 6:00 P.M. on May 1, 2017 at the Frasor Center.

<b>ROLL CALL:</b>	<b>COMMISSIONERS PRESENT:</b>	Andersen Hippen Stutzke Reyes
	<b>COMMISSIONERS ABSENT:</b>	None
	<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the special meeting was to review/award the bid for the Westwood Building #2 Interior Build-Out.

After a few minutes of discussion, on a motion by Stutzke and a second by Andersen it was moved to award the Westwood Building #2 Interior Build-Out bid to Phalen Steel Construction of Mendota, IL in the amount of \$344,978. Upon a roll call vote the following voted aye: Anderson, Hippen, Stutzke and Reyes. Absent: Zuithoff. Motion carried.

**ADJOURNMENT:** With no further comments, on a motion by Stutzke and a second by Hippen, the special meeting was adjourned at 6:15 P.M. Upon roll call vote the following voted aye: Andersen, Hippen, Stutzke, and Reyes. Absent: Zuithoff. Motion carried.



## **NOTICE**

The Sterling Park District Board of Commissioners will hold a special meeting on Monday, May 1, 2017; commencing immediately after the 6:00 P.M. Special Meeting. The meeting will be held at Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Adjourn into executive session pursuant to Section 2(c)(3) of the Illinois Open Meetings Act to discuss the Board vacancy created with the resignation of Jennifer Zuithoff.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
May 1, 2017**

**CALL TO ORDER:**

President Reyes called the special meeting of the Board of Commissioners to order at 6:16 P.M. on May 1, 2017 at Frasar Center.

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Andersen  
Hippen  
Reyes  
Stutzke

**COMMISSIONERS ABSENT:**

None

**EXECUTIVE DIRECTOR PRESENT:**

Schuldt

**REPORT OF OFFICERS:**

President Reyes stated that the purpose of the special meeting was to adjourn into executive session pursuant to Section 2(c)(3) of the Illinois Open Meetings Act.

On a motion by Stutzke and a second by Hippen, pursuant to Section (c)(3) of the Illinois Open Meetings Act, it was move to adjourn into executive session to discuss the Board vacancy created with the recent resignation of Jennifer Zuithoff. Upon a roll call vote, the following voted aye: Andersen, Hippen, Stutzke, and Reyes. Absent: None. Motion carried.

On a motion by Hippen and a second by Stutzke it was move to reconvene the regular meeting at 6:35 P.M. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: None. Motion carried.

On a motion by Hippen and a second by Stutzke, it was move to appoint past member, Kip Aitken to the Park Board, who would complete the remaining two-year term of Jennifer Zuithoff who recently resigned her seat.

**ADJOURNMENT:**

With no further action, on a motion by Andersen and a second by Stutzke, the special meeting was adjourned at 6:36 P.M. Upon a roll call vote the following voted aye: Andersen, Hippen, Stutzke and Reyes. Absent: None. Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday, May 15, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois immediately after the 6:30 P.M. Annual Meeting.

## AGENDA

### **CALL TO ORDER**

### **OATH OF OFFICE**

-Kip Aitken

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-Linda Underwood (Family Pass Restrictions)

### **APPROVAL OF MINUTES:**

-April 17, 2017 Annual Meeting  
-April 17, 2017 Regular Meeting  
-April 17, 2017 Executive Meeting  
-May 1, 2017 Special Meeting (WW B#2 Bids)  
-May 1, 2017 Special Meeting (Board Vacancy)  
-May 1, 2017 Executive Meeting

### **TREASURER'S REPORT:**

-April, 2017

### **COMMUNICATION TO BOARD:**

-None

### **OLD BUSINESS:**

-None

### **COMMISSIONER'S REPORT:**

-None

### **EXECUTIVE DIRECTOR'S REPORT:**

-Racquet Manager Interviews  
-Museum Curator Interviews

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Update

#### **RECREATION REPORT:**

-Kim Tuft-Gymnastics Manager

### **NEW BUSINESS:**

-Frisbee Golf Expansion Proposal (Sinnissippi Disk Golf Society)

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
May 15, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on May 15, 2017 at the Duis Recreation Center. Prior to the roll call, Kip Aitken was given the Oath of Office. Aitken will complete the term of Jen Zuithoff, who resigned from the Board do to the time requirements of her new job.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Anderson Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** Tennis player Margaret Ebersol requested that the Board consider keeping Pickleball in Building #1 at Westwood and not move it to Building #2 when that facility is opened this upcoming fall. The Board indicated that they will consider her request and that they will also be considering the recommendations of the new Tennis Pro, and the thoughts of the Pickleball community as well.

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Hippen was moved to approve the Annual Meeting of April 17, 2017; the Regular and Executive meetings of April 17, 2017; the two Special meetings on May 1, 2017; and the Executive meeting also held on May 1, 2017. Upon a roll call vote the following voted aye: Anderson, Hippen, Ryes and Stutzke. Abstain: Aitken.

**TREASURER'S REPORT:** On a motion by Andersen and a second by Aitken it was move to approve the April 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S  
REPORT:**

Executive Director Schuldt discussed the status of the process of hiring a Racquet Manager and a Museum Curator; both of which conditional job offers have been given and now are just awaiting their background checks and physical and drug screenings.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Gymnastics Manager Kim Tuft reported on the District's gymnastics program; comparing the participation rates with past years and discussing possibilities for future growth and expansion.

**NEW BUSINESS:**

Representatives from the Sinnissippi Disk Golf Society requested to expand the current 25-hole course at Sinnissippi to 27 holes. After several minutes of discussion the Board directed staff to get firm costs associated with the needed tree removal as well as to investigate if there are any ADA considerations. After the aforementioned information is received then a decision would be made.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 8:00 P.M. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Absent: Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday, June 19, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois immediately at 6:30 P.M.

## AGENDA

### **CALL TO ORDER**

### **ROLL CALL**

<b>SCHEDULED VISITORS:</b>	-Jason Kiefer/Sterling Youth Baseball
<b>APPROVAL OF MINUTES:</b>	-May 15, 2017
<b>TREASURER'S REPORT:</b>	-April, 2017
<b>COMMUNICATION TO BOARD:</b>	-None
<b>OLD BUSINESS:</b>	-None
<b>COMMISSIONER'S REPORT:</b>	-None
<b>EXECUTIVE DIRECTOR'S REPORT:</b>	-Full-Time Staffing Update
<b>DEPARTMENT HEAD REPORTS:</b>	
<b>DIRECTOR OF PARKS &amp; PLANNING:</b>	-Department Update
<b>RECREATION REPORT:</b>	-Department Update
<b>NEW BUSINESS:</b>	-Prevailing Wage Ordinance 18-1 -FY18 Tentative Operating Budget -Ducks Unlimited Request-May 19, 2018 -Emerald Hill Sunday Morning Liquor Sales
<b>COMMUNICATION FROM VISITORS:</b>	
<b>EXECUTIVE SESSION:</b>	-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
June 19, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on June 19, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Andersen Hippen Reyes
<b>COMMISSIONERS ABSENT:</b>	Aitken Stutzke
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Anderson and a second by Hippen was moved to approve the Regular Meeting of May 15, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen, and Ryes. Absent: Aitken and Stutzke. Motion carried.

**TREASURER'S REPORT:** On a motion by Andersen and a second by Hippen it was move to approve the May 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Andersen, Hippen, and Reyes. Absent: Aitken and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt discussed the status of the process of hiring a Racquet Manager and a Museum Curator. Schuldt indicated that Museum Curator Erin Thompson will be starting on June 21 and Kurt Kopp, who has been offered the racquet position, has until June 23 to accept. Schuldt also stated that a college student has been hired on a part-time base for the summer to fill the vacant Graphic Designer's position. That position has been advertised and should be filled by early September.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Schuldt discussed with the Board some of the recent various policy implementations at Emerald Hill including no carts in parking lot, no dogs on the course, no patrons under 5 on the course, when going off the back nine is permissible, no outside food/beverages being brought in by patrons, and no carts by the greens. Schuldt also discussed the gold (senior) tee locations as well alerted the Board to the upcoming Emerald Hill Open and the upcoming free youth golf lesson program.

**NEW BUSINESS:**

On a motion by Andersen and a second by Hippen, it was moved to approve Prevailing Wage Ordinance 18-1 as presented. Upon a roll call vote the following voted aye: Andersen, Hippen and Reyes. Absent: Aitken and Stutzke. Motion carried.

On a motion by Hippen and a second by Andersen, it was moved to approve the Tentative FY18 Operating Budget and Appropriations Ordinance as presented and to place the document on public display for thirty days. Upon a roll call vote the following voted aye: Andersen, Hippen and Reyes. Absent: Aitken and Stutzke. Motion carried.

On a motion by Andersen and a second by Hippen, it was moved to approve the Ducks Unlimited request to use Westwood Building #3 on May 19, 2018 for their annual fundraiser event. Upon a roll call vote the following voted aye: Andersen, Hippen and Reyes. Absent: Aitken and Stutzke.

After a few minutes of discussion, it was the consensus of the Board members present to authorize Schuldt to discuss with the Lee County Liquor Commission the possibility of selling alcohol at Emerald Hill prior to 11:00 AM on Sundays.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Hippen and a second by Andersen, it was moved to adjourn the regular meeting at 8:05 P.M. Upon a roll call vote, the following voted aye: Andersen, Hippen, and Reyes. Absent: Aitken and Stutzke. Motion carried.



## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Wednesday, July 12, 2017, commencing at 5:00 P.M. This meeting will be held at the Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** 2017-2018 Sterling Park District  
Budget Workshop

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
July 12, 2017**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 5:00 P.M. on July 12, 2017 at the Frasor Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Andersen Aitken Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the meeting was to review the District's 2017-2018 Tentative Operating Budget.

Executive Director Schuldt reviewed the proposed budget including staffing levels, revenues, disbursements, fees and charges, tax rates, and bond debt. In addition Schuldt and the Board discussed the District's 8-year capital and equipment plans, Emerald Hill's current financial position as well as on-going and future District projects and activities and how they would affect the budget.

Changes to pass and green fees at Emerald Hill were discussed as well as increases to the seasonal boat slip rental fee at Oppold and increases to the rental prices for the swimming pool at Duis and the track at Westwood. The establishment of an \$18,000 salary increase pool as well as an approximate 5% increase to the insurance stipend allocation was also discussed.

A public hearing on the proposed budget will be held at 6:30 pm. at Duis Center on Monday, July 17, 2017.

**ADJOURNMENT:** With no further action, on a motion by Hippen and a second by Andersen, the special meeting was adjourned at 9:05 P.M. Upon roll call vote the following voted aye: Andersen, Aitken, Hippen, Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Monday, July 17, 2016, commencing at 6:30 P.M. This meeting will be held at Duis Center; located at 211 East St. Mary's Road, Sterling, Illinois.

**AGENDA:** 2017-2018 Sterling Park District  
Budget Hearing

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
JULY 17, 2017**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 6:30 p.m. on July 17, 2017 at the Duis Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose of the special meeting was to receive public comment about the District's 2017-2018 tentative operating budget.

**ADJOURNMENT:** With no public comment, on a motion by Hippen and a second by Stutzke, the special meeting was adjourned at 6:32 p.m. Upon roll call vote the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; July 17, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois immediately after the 6:30 P.M. Budget Hearing.

## AGENDA

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-None

### **APPROVAL OF MINUTES:**

-June 19, 2017 (Regular Meeting)

-July 12, 2017 (Special Meeting)

### **TREASURER'S REPORT:**

-June, 2017

### **COMMUNICATION TO BOARD:**

-None

### **OLD BUSINESS:**

-None

### **COMMISSIONER'S REPORT:**

-None

### **EXECUTIVE DIRECTOR'S REPORT:**

-None

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Update

#### **DIRECTOR OF RECREATION REPORT:**

-Department Update

### **NEW BUSINESS:**

-Special Meeting- Approve Budget (7/20)

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
July 17, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:33 P.M. on July 17, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Andersen and a second by Hippen, it was moved to approve the Regular Meeting minutes of June 19, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen and Reyes. Abstain: Aitken and Stutzke. Motion carried.

On a motion by Andersen and a second by Hippen, it was moved to approve the special meeting minutes of July 12, 2017. Upon a roll call vote the following voted aye: Aitken, Andersen, Hippen, Stutzke and Reyes. Motion carried.

**TREASURER'S REPORT:** On a motion by Andersen and a second by Aitken it was move to approve the June 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** None

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Executive Director Schuldt updated the Board on the status of filling the vacant Graphic Designer's position and the position of Racquet Professional.

**NEW BUSINESS:**

After a few minutes of discussion, President Reyes called for a special meeting to be held at Frason Center, 1913 Third Avenue Sterling at 12:10 P.M. for the purpose of voted on the proposed 2017-2018 Sterling Park District Budget and Appropriations Ordinance.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 7:10 P.M. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Friday, July 21, 2017, commencing at 12:10 P.M. This meeting will be held at Frasor Center; 1913 Third Avenue; Sterling, Illinois.

**AGENDA:** Approve 2017-2018 Appropriations' Ordinance and Operating Budget.



**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
JULY 21, 2017**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 12:10 p.m. on July 21, 2017 at the Frasor Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose was to adopt the District's 2017-2018 operating budget.

On a motion by Hippen and a second by Aitken it was moved to approve the District's 2017-2018 Budget and Appropriations Ordinance as presented. Upon a roll call vote the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

**ADJOURNMENT:** With no further business, on a motion by Hippen and a second by Stutzke, the special meeting was adjourned at 12:12 p.m. Upon roll call vote the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; August 21, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

**SCHEDULED VISITORS:** -None

**APPROVAL OF MINUTES:** -July 17, 2017 Special Meeting  
-July 17, 2017 Regular Meeting  
-July 21, 2017 Special Meeting

**TREASURER'S REPORT:** -July, 2017

**COMMUNICATION TO BOARD:** -None

**OLD BUSINESS:** -None

**COMMISSIONER'S REPORT:** -None

**EXECUTIVE DIRECTOR'S REPORT:** -Graphic Designer and Racquet Professional  
Vacancy Update

### **DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** -Department Update  
-Dillon Home Report (Erin Thompson-Curator)

**DIRECTOR OF RECREATION REPORT:** -None

**NEW BUSINESS:** -District Staff Dress Code Policy Revisions  
(WW Mgr. Margo Dravis and DC Mgr. Stephanie Milnes)

### **COMMUNICATION FROM VISITORS:**

**EXECUTIVE SESSION:** -None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
August 21, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on August 21, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	Aitken
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** None.

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Andersen it was moved to approve the Special and Regular Meetings of July 17, 2017 and the Special Meeting on July 21, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen, Ryes and Stutzke. Absent: Aitken. Motion carried.

**TREASURER’S REPORT:** On a motion by Andersen and a second by Hippen it was move to approve the July 2017 Treasurer’s Report. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Aitken. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER’S REPORT:** None.

**EXECUTIVE DIRECTOR’S REPORT:** Executive Director Schuldt discussed the status of the process of hiring a Racquet Manager and a Graphic Designer. Schuldt indicated that a conditional job off has been presented for the Graphic Designer position and that there are three candidates being considered for the Racquet Manager position.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

Jacobs introduced Dillon Home Museum Curator Erin Thompson, who then gave a power point presentation on the first few weeks of her job and some of her plans going forward.

**RECREATION DEPARTMENT REPORT –**

None.

**NEW BUSINESS:**

On a motion by Hippen and a second by Stutzke, it was moved to amend the District's dress code policy as presented. Upon a roll call vote the following voted aye: Andersen, Hippen and Stutzke. Nay: Reyes. Absent: Aitken. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Hippen and a second by Andersen, it was moved to adjourn the regular meeting at 8:05 P.M. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Aitken. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday; September 18, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois at 6:30 P.M.

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

<b>SCHEDULED VISITORS:</b>	-None
<b>APPROVAL OF MINUTES:</b>	-August 21, 2017
<b>TREASURER'S REPORT:</b>	-August, 2017
<b>COMMUNICATION TO BOARD:</b>	-None
<b>OLD BUSINESS:</b>	-None
<b>COMMISSIONER'S REPORT:</b>	-None
<b>EXECUTIVE DIRECTOR'S REPORT:</b>	-Racquet Professional Vacancy Update
<b>DEPARTMENT HEAD REPORTS:</b>	
<b>DIRECTOR OF PARKS &amp; PLANNING:</b>	-Department Update
<b>DIRECTOR OF RECREATION REPORT:</b>	-Emerald Hill Update
<b>NEW BUSINESS:</b>	-Westwood Building #2 Tennis Court Lighting Bid -Natural Gas Supplier Bids
<b>COMMUNICATION FROM VISITORS:</b>	
<b>EXECUTIVE SESSION:</b>	-None

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
September 18, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on September 18, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Andersen and a second by Hippen, it was moved to approve the Regular Meeting minutes of August 21, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen, Stutzke and Reyes. Abstain: Aitken. Motion carried.

**TREASURER'S REPORT:** On a motion by Andersen and a second by Aitken it was move to approve the August 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt indicated that two candidates were interviewed for the Racquet Sports Director/Head Tennis Professional position. Schuldt indicated that he was hopeful that the position would be filled yet this fall.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Executive Director Schuldt introduced Business Services Manager Jana Jacobs, who is supervising the administrative operations of Emerald Hill; Golf Course Superintendent Jake Brooks, who supervises the maintenance of the golf course and equipment; and Pro Shop Manager Tracy Weeks, who supervises daily the operations of the pro-shop, Mulligan's Grill, driving range and cart staff. Schuldt indicated that Emerald Hill is having a great year mainly because of the aforementioned Emerald Hill staff.

**NEW BUSINESS:**

On a motion by Aitken and a second by Anderson, it was moved to approve the \$92,390 bid from Sports Interiors of Prairie Creek, IL to install the specified indirect LED tennis lighting system at Westwood in Building #2. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion Carried.

On a motion by Aitken and a second by Stutzke, it was moved to give the authority to Executive Director Schuldt to enter into a three year natural gas supplier contract, beginning in December of 2018 with either IGS Energy or Direct Energy after further investigation. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 7:45 P.M. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly on Monday, October 16, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois immediately after the 6:30 P.M. Special Meeting.

## AGENDA

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-None

### **APPROVAL OF MINUTES:**

-September 18, 2017 Regular Meeting

### **TREASURER'S REPORT:**

-September, 2017

### **COMMUNICATION TO BOARD:**

-None

### **OLD BUSINESS:**

-Emerald Hill Outing Policies/Fees

### **COMMISSIONER'S REPORT:**

-None

### **EXECUTIVE DIRECTOR'S REPORT:**

-Racquet Sports Director Position Status

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Update

#### **RECREATION REPORT:**

-27<sup>th</sup> Annual Pumpkin Dash  
-Fall/Winter Program Guide  
-Fall Fitness Promotion

### **NEW BUSINESS:**

-Westwood Tennis Court Rental Fees  
-Westwood Building #2 Netting/Dividers/Column Pad Bids  
-Playsite Interactive Tennis Equipment  
-BINA (Bond) Hearing Date

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-Per Section 2(c) (1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

### **ADJOURNMENT**



**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
October 16, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on October 16, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** None

**APPROVAL OF MINUTES:** On a motion by Aitken and a second by Stutzke, it was moved to approve the Regular Meeting minutes of September 18, 2017. Upon a roll call vote the following voted aye: Aitken, Andersen, Hippen, Stutzke and Reyes. Motion carried.

**TREASURER'S REPORT:** On a motion by Hippen and a second by Anderson it was move to approve the September 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Schuldt indicated that Racquet Sports Director/Head Tennis Professional Jake Lipka will be starting on November 1, 2017.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Executive Director Schuldt reported on the success of the 27<sup>th</sup> Annual Pumpkin Dash, the distribution of the upcoming Fall/Winter Program Guide and the kick-off our Fall Fitness promotion.

**NEW BUSINESS:**

On a motion by Aitken and a second by Hippen, it was moved to approve the 2018 racquet fees, which will go into effect when the Westwood Tennis Center opens ,as presented. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion Carried.

On a motion by Aitken and a second by Anderson, it was moved to approve the bid from MTJ Sports of Kewanee, IL for the purchase of netting, court dividers and pads for the Westwood Tennis Center in the amount of \$32,120. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

On a motion by Aitken and a second by Hippen it was moved to approve the bid from Playsite Interactive USA of Cresskill, NJ for the purchase of a Smart Court Pro interactive tennis system for the amount of \$28,500. Upon a roll call vote, the following voted aye: Aitken, Anderson, Hippen, Reyes and Stutzke. Motion carried.

By Board consensus, at 3:30 PM on November 1, 2017 at Frasor Center the District will hold a special meeting to conduct a Bond Issue Notification Act public hearing to obtain input from the public about the District's upcoming bond issue.

**EXECUTIVE SESSION:**

On a motion by Hippen and a second by Aitken it was moved to adjourn into closed session per Sections 2(c)(1)of the Illinois Open meetings act to discuss the appointment, employment, compensation, dismissal of specific employees of the Sterling Park District. Upon a roll call vote, the following voted aye: Aitken, Anderson, Hippen, Stutzke and Reyes. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 8:45 P.M. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Wednesday, November 8, 2017; commencing at 3:30 P.M. This meeting will be held at Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Discuss/take action on the installation of the tennis surface for Westwood Building #2.

## **NOTICE**

The Sterling Park District Board of Commissioners will hold a Special Meeting on Wednesday, November 8, 2017; commencing at 3:30 P.M. This meeting will be held at Frasor Center, 1913 Third Avenue, Sterling, Illinois.

**AGENDA:** Discuss/take action on the installation of the tennis surface for Westwood Building #2.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
November 8, 2017**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 3:30 p.m. on November 8, 2017 at the Frasor Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes
<b>COMMISSIONERS ABSENT:</b>	Stutzke
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose was to discuss and take action on the installation of the tennis surface for Westwood's Building #2.

After a few minutes of discussion on a motion by Hippen and a second by Aitken it was moved to approve the bid from MTJ Sports of Kewanee, IL for the surface preparation and resurfacing of the 24,480 square foot Westwood Tennis Center for the amount of \$89,845. Upon a roll call vote the following voted aye: Aitken, Andersen, Hippen and Reyes. Absent: Stutzke. Motion carried.

**ADJOURNMENT:** With no further business, on a motion by Hippen and a second by Stutzke, the special meeting was adjourned at 3:40 p.m. Upon roll call vote the following voted aye: Aitken, Andersen, Hippen and Reyes. Absent: Stutzke. Motion carried.

**STERLING PARK DISTRICT  
SPECIAL MEETING  
BOARD OF COMMISSIONERS  
November 8, 2017**

**CALL TO ORDER:** President Reyes called the special meeting of the Board of Commissioners to order at 3:30 p.m. on November 8, 2017 at the Frasor Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes
<b>COMMISSIONERS ABSENT:</b>	Stutzke
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt

**REPORT OF OFFICERS:** President Reyes stated that the purpose was to discuss and take action on the installation of the tennis surface for Westwood's Building #2.

After a few minutes of discussion on a motion by Hippen and a second by Aitken it was moved to approve the bid from MTJ Sports of Kewanee, IL for the surface preparation and resurfacing of the 24,480 square foot Westwood Tennis Center for the amount of \$89,845. Upon a roll call vote the following voted aye: Aitken, Andersen, Hippen and Reyes. Absent: Stutzke. Motion carried.

**ADJOURNMENT:** With no further business, on a motion by Hippen and a second by Stutzke, the special meeting was adjourned at 3:40 p.m. Upon roll call vote the following voted aye: Aitken, Andersen, Hippen and Reyes. Absent: Stutzke. Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly meeting at 6:30 P.M. on Monday; November 20, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois.

## AGENDA

### **CALL TO ORDER**

### **ROLL CALL**

### **SCHEDULED VISITORS:**

-Breanne Hunter, Marketing Manager  
-Jake Lipka, Racquet Sports Director/Head Tennis Pro

### **APPROVAL OF MINUTES:**

-October 16, 2017 Regular Meeting  
-October 16, 2017 Executive Meeting  
-November 1, 2017 Special Meeting  
-November 8, 2017 Special Meeting

### **TREASURER'S REPORT:**

-October, 2017

### **COMMUNICATION TO BOARD:**

-None

### **OLD BUSINESS:**

-None

### **COMMISSIONER'S REPORT:**

-None

### **EXECUTIVE DIRECTOR'S REPORT:**

-Dave Stutzke, 20 Year IAPD Award

### **DEPARTMENT HEAD REPORTS:**

#### **DIRECTOR OF PARKS & PLANNING:**

-Department Update

#### **RECREATION REPORT:**

-Emerald Hill Closing  
-Duis Center Pool Summer Closing  
-Westwood Tennis Center Open House  
-Westwood Building #1 Tennis Court Plans  
-Fall Promotions

### **NEW BUSINESS:**

-Resolution 18-01 (Surplus Property)  
-Resolution 18-02 (IDOT Trail Grant Application)  
-Ordinance 2018-01 – AN ORDINANCE providing for the issue of \$1,312,500 General Obligation Park Bonds, Series 2017, of the Sterling Park District, Whiteside County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest of said bonds.  
-Treadmill Bids

### **COMMUNICATION FROM VISITORS:**

### **EXECUTIVE SESSION:**

-Per Section 2(c) (1) of the Illinois Open Meetings Act to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the Sterling Park District.

### **ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
November 20, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on November 20, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	Aitken
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** Executive Director Larry Schuldt introduced recently hired full-time employees' Marketing Manager Breanne Hunter and Racquet Director/Head Tennis Pro Jake Lipka.

**APPROVAL OF MINUTES:** On a motion by Andersen and a second by Hippen, it was moved to approve the Regular and Executive meeting minutes of October 16, 2017 and the Special Meeting minutes of November 1, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen, Stutzke and Reyes. Absent: Aitken. Motion carried.

On a motion by Hippen and a second by Andersen, it was moved to approve the Special Meeting minutes of November 8, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen and Reyes. Abstain: Stutzke. Absent: Aitken. Motion carried.

**TREASURER'S REPORT:** On a motion by Stutzke and a second by Anderson it was move to approve the October 2017 Treasurer's Report. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes, and Stutzke. Absent: Aitken. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.



**EXECUTIVE DIRECTOR'S  
REPORT:**

Executive Director Schuldt presented Commissioner Dave Stutzke with a 20-year Board Member Service Award from the Illinois Association of Park Districts and thanked him for his contributions and dedication to the residents of Sterling Township and the patrons of the Sterling Park District.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Executive Director Schuldt updated the Board on the probable closing date of Emerald Hill, the upcoming summer closing of the pool at Duis Center because of scheduled pool/ceiling painting and other improvements, and the upcoming January 11 Open House of the Westwood Tennis Center.

Schuldt also reported that staff is working on recommendations for various areas in Building #1 at Westwood including the current tennis courts and batting cage areas, the old physical therapy area and the lobby offices. Lastly, Schuldt updated the Board on the past fall fitness promotion as well as indicated that the Duis Center Lifeguard Staff recently was given the 5-Star Award; the highest award possible from our guard testing/evaluation company.

**NEW BUSINESS:**

On a motion by Andersen and a second by Stutzke, it was moved to approve Resolution 18-01, which authorizes the selling of personal property that is currently being used for the middle school athletic program to the Sterling School District. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Aitken. Motion Carried.

On a motion by Andersen and a second by Hippen, it was moved to approve Resolution 18-02 which authorizes District staff to apply for a trail grant through the Illinois Department of Transportation. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Aitken. Motion carried.

On a motion by Stutzke and a second by Hippen it was moved to approve Ordinance 2018-01 which provides for the issue of \$1,312,500 General Obligation Park Bonds, Series 2017, of the Sterling Park District, Whiteside County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest of said bonds. Upon a roll call vote, the following voted aye: Anderson, Hippen, Reyes and Stutzke. Absent: Aitken. Motion carried.

On a motion by Hippen and a second by Andersen it was moved to approve the purchase of two Woodway Model PRO27 treadmills from Woodway, Inc. in the amount of \$27,925. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Aitken.

**EXECUTIVE SESSION:**

On a motion by Hippen and a second by Stutzke, it was moved to adjourn into closed session per Sections 2(c)(1) of the Illinois Open meetings act to discuss the appointment, employment, compensation, dismissal of specific employees of the Sterling Park District. Upon a roll call vote, the following voted aye: Anderson, Hippen, Stutzke and Reyes. Absent: Aitken. Motion carried.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 8:01 P.M. Upon a roll call vote, the following voted aye: Andersen, Hippen, Reyes and Stutzke. Absent: Aitken. Motion carried.

## NOTICE

The Sterling Park District Board of Commissioners will be holding their regularly scheduled monthly meeting at 6:30 P.M. on Monday; December 18, 2017 at the Duis Recreation Center; 211 East St. Mary's Road; Sterling, Illinois.

## AGENDA

**CALL TO ORDER**

**ROLL CALL**

**SCHEDULED VISITORS:** -None

**APPROVAL OF MINUTES:** -November 20, 2017 Regular Meeting  
-November 20, 2017 Executive Meeting

**TREASURER'S REPORT:** -October, 2017  
-FY17 Audit

**COMMUNICATION TO BOARD:** -None

**OLD BUSINESS:** -None

**COMMISSIONER'S REPORT:** -None

**EXECUTIVE DIRECTOR'S REPORT:** -Staff Use of Recreational Facilities/Programs

**DEPARTMENT HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING:** -Department Update

**RECREATION REPORT:** -Westwood Tennis Center Open House

**NEW BUSINESS:** -Tax Levy Ordinance for 2017

**COMMUNICATION FROM VISITORS:** -Non-Discrimination/Anti-Harassment Policy Revision

**EXECUTIVE SESSION:** -None

**ADJOURNMENT**

**STERLING PARK DISTRICT  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
December 18, 2017**

**CALL TO ORDER:** President Reyes called the regularly scheduled monthly meeting of the Board of Commissioners to order at 6:30 P.M. on December 18, 2017 at the Duis Recreation Center.

**ROLL CALL:**

<b>COMMISSIONERS PRESENT:</b>	Aitken Andersen Hippen Reyes Stutzke
<b>COMMISSIONERS ABSENT:</b>	None
<b>EXECUTIVE DIRECTOR PRESENT:</b>	Schuldt
<b>DIRECTOR OF PARKS &amp; PLANNING PRESENT:</b>	Jacobs

**SCHEDULED VISITORS:** Several parents of team members of the Sterling Stingray Swim Club asked questions concerning the hiring of a new swim coach and raised concerns about the decision to not participate in a swim meet to be held in Morrison in January. Executive Director Schuldt indicated that staff is currently developing a job description for Assistant Duis Center Manager/Head Swim Team Coach. Schuldt indicated that for the first time, this will be a full-time position. Schuldt further indicated that he hoped to have someone hired for the position by the upcoming summer swim team season. In regards to the Morrison meet, Schuldt said that he would look into that.

**APPROVAL OF MINUTES:** On a motion by Stutzke and a second by Andersen, it was moved to approve the Regular and Executive Meeting minutes of November 20, 2017. Upon a roll call vote the following voted aye: Andersen, Hippen, Stutzke and Reyes. Abstain: Aitken. Motion carried.

**TREASURER'S REPORT:** On a motion by Aitken and a second by Stutzke it was move to approve the November 2017 Treasurer's Report and the District's 2017 Audit as presented. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes, and Stutzke. Motion carried.

**COMMUNICATION TO BOARD:** None.

**OLD BUSINESS:** None.

**COMMISSIONER'S REPORT:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Schuldt reviewed the policy regarding the Board's and staff's use of District recreational facilities and programs.

**DEPT. HEAD REPORTS:**

**DIRECTOR OF PARKS & PLANNING –**

Director of Parks & Planning, Doug Jacobs updated the Board on various activities within his Department.

**RECREATION DEPARTMENT REPORT –**

Schuldt reminded the Board about the upcoming Open House for the Westwood Tennis Center that will be held on January 11, 2018 from 2:30 PM to 8:00 PM with the ribbon cutting scheduled for 3:00 PM.

**NEW BUSINESS:**

On a motion by Aitken and a second by Andersen, it was moved to approve the Tax Levy Ordinance for 2017 as presented. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion Carried.

On a motion by Stutzke and a second by Aitken, it was moved to approve the revisions to the District's Non-Discrimination/Anti-Harassment Policy as presented. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

With no further action, on a motion by Stutzke and a second by Aitken, it was moved to adjourn the regular meeting at 7:40 P.M. Upon a roll call vote, the following voted aye: Aitken, Andersen, Hippen, Reyes and Stutzke. Motion carried.