

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, April 28, 2020**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held remotely via Zoom in Sycamore, Illinois is called to order at 6:04 p.m. on Tuesday, April 28, 2020.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting in person: **Commissioners Doty, Graves, Schulz, 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: **Commissioners Doty, Graves, Schulz, Strack and Kroeger.**

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting: **None**

Staff members present via Zoom were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Theresa Tevsh, Lisa Metcalf, Sarah Rex, and Justin Genz.

Guests at the Board meeting via Zoom were:

John Mayer – ERA

Andrew Kustusich – ERA

Motion

Commissioner Schulz made a motion to permit Commissioners Doty, Graves, Schulz, Strack and Kroeger to participate remotely. Commissioner Graves 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.

Motion

Commissioner Schulz moved to approve Ordinance 05-2020 – Temporary Remote Attendance Policy. Commissioner Graves 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.

Regular and Consent Agenda Approval –

Motion

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda. Commissioner Doty 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 Graves moved to approve the March 31, 2020 Regular Meeting Minutes.
Commissioner Strack 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.

**Claims and Accounts Approval
Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$242,104.69.
Commissioner Doty 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.

Correspondence –

- **Pickleball**
- **Katie Davis – Cooking Competition Winner**

Public Input - None

Positive Feedback – None

Monthly Report – None

Plan Commission Report - None

Old Business

Executive Director Committee Update – President Kroeger noted that he had talked to Commissioners Strack and Doty to head this up again. Commissioner Strack expressed that his workload is really heavy right now. Commissioner Graves will step in and take his place on the search committee for the next Executive Director. President Kroeger recommended that he with get together in the next week or so with each of them. Director Gibble suggested talking to each of them and then at the next opportunity get the plan to the board for approval to proceed.

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Update Regarding the MMNH – Supt. of Recr. Tevsh noted she had put some information in her board report. She noted they are not doing much now with everything being shut down. All the live animals are out of the building and they have been turning over their utilities bills to us. The insurance for the contents of the building and to cover their board members has lapsed. They are trying to find an attorney to help with the closing and have been turned away with no luck. President Kroeger noted our policy covers the structure. Director Gibble confirmed this. President Kroeger asked if any concern about any of the interior that would include the collection. Director Gibble noted that technically this gives us additional ground to break the lease. There may be a concern about if something did happen to the collection and we let it slide. So maybe we should think about alternatives for that. He is not sure what the cost would be, but he noted that we could try to find out. Supt. of Recr. Tevsh noted that the insurance company the museum was dealing with is sympathetic to their situation and offered to let them pay month by month. President Kroeger asked Supt. Tevsh to reach out to Josephine to see what that cost is. Supt. Tevsh noted that Museum Board President Josephine has gone through all the documents in the building and she now has them all at her house. She is trying to scan the documents to preserve them. They are unable to find anything showing that the City has ownership of the collection. President Kroeger asked if Michelle Donahoe might have a name of an attorney for the Museum. Supt. of Parks Donahoe noted he can check with her. Director Gibble noted he has also emailed our counsel Derke Price to see if there are organizations or agencies that volunteer legal services that might be able to help.

Resolution 01-2020: Retirement Agreement for Executive Director -

Motion

Commissioner Schulz moved to approve Resolution 01-2020 – Retirement Agreement for the Executive Director. Commissioner Graves 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 Bench Donation – President Kroeger noted the Mayor approached him in regards to his tree grove by the Middle School. Last year we agreed to trim the trees. He is trying to get a few benches and asked if the Park District would donate a bench. President Kroeger noted he told the Mayor that everything is tight right now, but he would talk to the Board about it. Commissioner Strack asked why the Mayor hasn't raised money to pay for the bench. President Kroeger noted that the Mayor has said in the past that this is supposed to be privately funded but is changing that some. Commissioner Strack noted that he feels we would be happy to facilitate the placement of the bench if he can find someone to donate it. Director Gibble asked if this would be on School District property. President Kroeger responded that yes it would be and either next to the trail going north and south on 23 or the new one going east and west on Brickville. Commissioner Graves suggested holding off on a donation until the virus is over.

Consider Bench Donation – cont'd

Motion

Commissioner Graves moved to hold off on the consideration of donating a bench until after the virus is over. 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.

New Business

Affirm IDOT Bid for ITEP Trail Project: Forest Preserve to Old Mill Park/Segment 1 –

Director Gibble noted that since the board packet had gone out, he felt confident he would be asking the Board to approve the low bid with a roll call to affirm the bid. Since then he has emailed the Board asking the Board for authorization to do 1 of the 3 options he emailed to them on the bids. He noted that John Mayer and Andrew with ERA are also online if the Board has any questions. President Kroeger asked John what went wrong. John Mayer noted that the bid process is unpredictable. They looked at what prices came in to see what some of the causes were. The last 3 bids were close to each other and there was a total of 4 bids. The low bidder was Civil Contractors of Freeport, Copenhagen was second, then Sjostrum and Alliance. John discussed more on the bids and details of the project. President Kroeger noted it looks like we under budgeted this job by about \$300,000. John Mayer noted that prices have been creeping up and the logistics of certain parts of the project effected the bids. President Kroeger noted that Director Gibble has given the Board 3 options to consider tonight. He asked for more detail on these options. Director Gibble noted they had a conference call with Steve Cherry, the Grant & Project Administrator out of Ottawa. Steve laid out a few options for us and Director Gibble presented the three best ones.

Option A - Reject all the bids and rebid it.

Option B - #1 – the bids are good for 45 days. John & Drew are talking to the bidders to see if there is anything that might save money. We could modify specs and rebid at the June letting.

#2 – If there were not significant items missed and the bids are pretty accurate, we could award to the low bidder and try to find the \$305,000 (plus or minus). We have a standing agreement with the Forest Preserve District that calls for them contributing their equivalent percentage to any amount that goes over budget up to \$50,000.

Option C – Make a request to ITEP through IDOT to the Feds to make up the difference. We could see if they would come up with the money. President Kroeger noted that we have time on this, and his opinion is to not accept the bids as they are and rebid in June. Director Gibble noted we have to submit a letter as to why we feel additional funds are deserved. If the additional money is approved, the impact then would be looking at plus or minus about \$60,000. We could get a portion of that reimbursed from the Forest Preserve. President Kroeger noted that Dan's recommendation is to go with Option C requesting more funds from ITEP. Director Gibble has been told that we should get an answer in less than 45 days. John Mayer noted he would be working together with Director Gibble on the letter. Commissioner Strack noted that we saved money on the electrical for the pool which came in lower than we thought it would. Commissioner Doty noted he feels we should keep the current electrical work going since we agreed to the work for safety reasons. It did come in cheaper than we thought, so the savings could be applied towards additional money on this trail project. It was decided to keep the electrical things going at the pool since they are safety issues. Commissioner Doty

Affirm IDOT Bid for ITEP Trail Project: Forest Preserve to Old Mill Park/Segment 1 – cont'd –noted he is suggesting to keep going the course on the electrical work and he supports Dan’s plan starting with Option C on the trail project looking for the additional funds and then working backwards on the list towards the lowest bidder if we are able to get those additional funds. Commissioner Graves and Strack noted they agree with Commissioner Doty’s comments. Director Gibble noted if the Board is comfortable with C they can make a motion to authorize Option C, which was the approach of making a case to IDOT and the Federal Highway Department for the additional dollars towards this. He would like authorization to proceed on what the Board is comfortable with. There was a consensus on the Board that they were comfortable with all three options presented.

Motion

Commissioner Strack made a motion in consistent with the discussion hear about the sequence of priorities in regard to various options with most desirable option being to get the federal government to fund a bigger portion of the project. Commissioner Graves 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.

Director Gibble asked if the Board had any questions on the summer plan and his recommendations which included:

- Closing the pool for the summer.
- Maintaining a hold on possibly opening the splashpad later.
- Parks will remain open under current and future modifications of social distancing.
- Summer concerts will be cancelled, trying to rebook in the fall or winter.
- All summer special events cancelled until July 1st.
- Path Way Fitness, gym and track would stay closed until sufficient definition of acceptable practices are approved, announced and authorized by the Governor.

Supt. of Golf Ops Lundbeck noted he has moved all golf outings to later than July 17th at this point. Supt. of Recr. Tevsh noted our summer intern will be working with Melissa in Concessions but she is also available to help Kirk. She has to put in 40 hours per week and is coming out of the NIU Sport Management program and would be a great asset. She also noted that the recreation department can help out if he needs it. Director Gibble noted we will not go public until Friday with these plans.

Commissioner Schulz commended the entire staff. This has really been hard, and everyone has come up with great ideas. People are paying attention. Commissioner Graves noted the pamphlet on Parks was great and a great job by all.

Supt. of Recr. Tevsh noted they are optimistic on the recreation side and if they have to program in small numbers, they are prepared for that.

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There was a consensus of the Board on the summer plan.

Public Input – There was no public signed in to Zoom

Director Gibble noted that we plan on doing the May meeting by Zoom also and decide on the June meeting later.

Motion

The Board adjourned the Regular Session at 7:17 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Doty.

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