

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, June 2, 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 6:05 p.m. on Tuesday, June 2, 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, and Kroeger.**

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting: **Commissioner Strack.**

**President Kroeger read off the Zoom information as listed on the agenda.**

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

**Guests at the Board meeting via Zoom were:**

Jen Martinson, Lauterbach & Amen

**Motion**

Commissioner Schulz made a motion to permit Commissioners Doty, Graves, Schulz, and Kroeger to participate remotely. 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 4-0. Commissioner Strack was absent.

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda. Commissioner Graves seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Sycamore Park District Annual Board Meeting and Election of Officers for 2020 - President**  
Kroeger called the meeting to order. He then turned the meeting over to Director Gibble.

**Voice Vote**

Director Gibble called for a voice vote for the authorization for him to act as Chair for the purpose of the election of the President. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Director Gibble noted it is now his duty for the election of the President to open the floor for nominations for the election of the President of the Board of Commissioners, so the floor is now open for nominations.

Director Gibble opened the floor for nominations for President.

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>President</b>	<b>Bill Kroeger</b>	<b>Michelle Schulz</b>	<b>Daryl Graves</b>	<b>(4) Ayes</b>

Director Gibble asked if there we any other nominations for President and hearing none he then closed the nominations for President of the Sycamore Park District and asked for a motion.

**Motion**

Commissioner Graves moved to close the nominations for President. Commissioner Schulz seconded the Motion.

**Voice Vote**

Director Gibble called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Roll Call**

Director Gibble called for a roll call to vote on the nomination of Bill Kroeger for President. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent

Director Gibble then turned the balance of the nomination process over to the President Bill Kroeger.

President Kroeger opened the floor for nominations for Vice President.

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>Vice President</b>	<b>Michelle Schulz</b>	<b>Bill Kroeger</b>	<b>Daryl Graves</b>	<b>(4) Ayes</b>

President Kroeger closed the floor for nominations for Vice President for the coming year.

**Motion**

Commissioner Doty moved to close the nominations for Vice President. 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 4-0. Commissioner Strack was absent.

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**Roll Call**

President Kroeger called for a roll call to vote on the nomination of Michelle Schulz for Vice President. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

President Kroeger opened the floor for nominations for Treasurer.

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>Treasurer</b>	<b>Jackie Hienbuecher</b>	<b>Michelle Schulz</b>	<b>Ben Doty</b>	<b>(4) Ayes</b>

President Kroeger closed the floor for nominations for Treasurer for the coming year.

**Motion**

Commissioner Doty moved to close the nominations for Treasurer. 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 4-0. Commissioner Strack was absent.

**Roll Call**

President Kroeger called for a roll call to vote on the nomination of Jackie Hienbuecher for Treasurer. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

The following positions will be filled as follows:

**Secretary:** Daniel Gible

**Recording Secretary:** Jeanette Freeman

<b><u>Office:</u></b>	<b><u>Nominee:</u></b>	<b><u>Nominated by:</u></b>	<b><u>Seconded by:</u></b>	<b><u>Vote:</u></b>
<b>Secretary:</b>	<b>Dan Gible</b>	<b>Michelle Schulz</b>	<b>Ben Doty</b>	<b>(4) Ayes</b>

**Recording**

<b>Secretary:</b>	<b>Jeanette Freeman</b>	<b>Michelle Schulz</b>	<b>Ben Doty</b>	<b>(4) Ayes</b>
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**Motion**

Commissioner Schulz moved to close the nominations for Secretary and Recording Secretary. 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 4-0. Commissioner Strack was absent.

**Roll Call**

President Kroeger called for a roll call to vote on the nomination of Dan Gible and Jeanette Freeman for Secretary and Recording Secretary. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

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**Legal Services:** Ancel, Glink

**Audit Services:** Vacant for now.

**IAPD Legislative Contact:** Commissioner Schulz

**Motion**

Commissioner Schulz moved to close the nominations for the above appointments.  
Commissioner Graves seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Roll Call**

President Kroeger called for a roll call to vote on the nomination of Ancel, Glink for Legal Services and Commissioner Schulz for the IAPD Legislative Contact. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**FOIA Officers:** Daniel Gibble, Kirk Lundbeck

**Open Meetings Act Official:** Board President and Vice President–

**ADA Coordinators:** Kirk Lundbeck and Theresa Tevsh.

**Plan Commission Representative:** Commissioner Strack.

**Motion**

Commissioner Schulz moved to approve all the appointments as listed above.  
Commissioner Graves seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Roll Call**

President Kroeger called for a roll call to vote on all of the nominations. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

President Kroeger Closed the Annual Meeting for 2020.

**Motion**

Commissioner Schulz moved to close the Annual Meeting. Commissioner Graves seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

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**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the modifications to the April 28, 2020 Regular Meeting Minutes with the modification that “Commissioners are not physically present and will not be participating in the meeting in person”. Commissioner Graves seconded the Motion.

**Motion**

Commissioner Schulz moved to approve the April 28, 2020 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Claims and Accounts Approval**

**Motion**

Commissioner Graves moved to approve and pay the bills in the amount of \$378,423.51. 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 4-0. Commissioner Strack was absent.

**Correspondence –**

- ITEP/IDOT/FHWA Additional Funds Letter

**Public Input - None**

**Positive Feedback – None**

**Monthly Report –** Supt. of Recreation Theresa Tevsh noted she did a report for fall programming and what it will look like assuming we go into Phase 4. There will be restrictions on class sizes and what the class looks like. A big thing we must do, is the requirement for the cleaning of our facility. Right now, they are saying we need to do hourly cleaning in between classes. President Kroeger noted it was encouraging to see some of the outdoor activity. Supt. Tevsh noted we have a cheerleading class going on behind the WPA Main South. We also had 16 pickleball players. Our art camps are full along with the tennis camp and it looks like our basketball and dance camp is a go. Supt. Tevsh and her staff went through other classes and camps that are available and are going. Director Gible noted the staff has been creative beyond any measure and he gave kudos to all the staff. President Kroeger noted the City set up areas downtown. The Park provided the picnic tables and other businesses provided other things. He gave thanks to the staff as well.

**Old Business**

**Executive Director Committee Update** – Commissioner Doty noted we have the same search committee back together, except Daryl Graves stepped in for Ted Strack. They met a week ago to get organized again. Last night they spoke with a few interested parties for the position via Zoom. That went well and the committee is excited about these candidates. The committee will meet again on 6-18-20 and at that time they will have all the applications. They will discuss who they want to interview from the applications.

**Update Regarding the MMNH** – Supt. of Recr. Tevsh noted the Museum Board had a Zoom meeting last Friday. They have locked in an attorney to help them. They have been forwarding utility bills over to us. Director Gibble noted that he and Supt. of Finance Hienbuecher have requested from the City to waive the water bills but have not gotten a response on this as of yet. Supt. Tevsh noted that Supt. of Park Donahoe has been checking on the building. Looks like there has been some ceiling paint that has been falling in a few areas, but these areas have been known to do this. Director Gibble noted he used the opportunity when he gave them a lead on an attorney to indicate to them that we would really like to see this all wrapped up by 12-31-20 at the latest. Josephine indicated to him that she understood that and didn't see a problem with this date. Director Gibble noted that with the attorney coming on that has handled dissolutions in the past, the timeline should become clearer in the near future. He also noted that once we get a better timeline laid out from Josephine, then we can maybe meet with the City.

**A Resolution Approving Joint Agreement No. C-93-021-19 for Funds to Pay for Segment 1: GW Trail from Old Mill Park to Sycamore Forest Preserve –**

**Motion**

Commissioner Schulz moved to approve Resolution Joint Agreement #C-93-021-19.  
Commissioner Doty seconded the Motion.

**Roll Call**

President Kroeger called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Updated “Loss” Numbers for FY2020 Budget** – Supt. of Finance Hienbuecher noted she updated on the spreadsheet through July. With the closing of the pool, she knew she could include those numbers for August as well. This is an estimate where we might be due to closing due to the COVID.

**Update on Golf Operations** – Supt. of Golf Operations Kirk Lundbeck noted that he wanted to publicly say thanks to Jeff Donahoe, Steve Tritt and the crew for what they have done with the flood and have both sides now open. He noted he helped a little, but not the level they did. He is getting compliments on the playing condition from the golfers. He also wanted to thank Melissa for helping and spraying off the carts as they come off the course. Also thanked Theresa for getting the cleaning crew in for the cart barn, the board room, etc.

He then noted that the golf course is rocking and rolling. The golf people in the golf operations are all excited seeing 150-200 people each day not knowing if they are positive. He and Dan are working on a plan to bring in more staff. Kirk noted he and his staff are doing everything they can to stay safe.

President Kroeger thanked Kirk and staff. What has happened getting the golf course opened is due to hard work and has been tremendous. Supt. of Golf Maint. Donahoe noted they had mud and corn stalks on the course and noted they have never seen anything like this. There are a few areas they need to re-seed but not enough to keep it closed. Supt. of Finance Hienbuecher noted a claim has been filed with PDRMA and the adjustor came out when the water was still high. Supt. Donahoe took him around to the different locations. They have now told us anything that is covered property that had damage will have the work covered..

**Park Naming** – Recreation Supervisor Sarah Rex noted it is time to name the new park on Airport Road. There were 45 total nominations but only 31 met our qualifications. Commissioner Graves suggested holding off naming the soccer complex after Ron Johnson and possibly name the new baseball complex after him as that sport is more appropriate considering his history. President Kroeger noted that he and Director Gible can talk before the next meeting.

### **Motion**

Commissioner Graves moved to table until next meeting. 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 4-0. Commissioner Strack was absent.

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### **New Business**

**Presentation of Audit** – Supt. of Finance Hienbuecher introduced Jen with Lauterbach & Amen Auditors to present our audit. Jen then went through the audit with the Board

### **Motion**

Commissioner Schulz moved to accept and approve the Audit as presented. Commissioner Doty seconded the Motion.

### **Roll Call**

President Kroeger called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Consider Large Events** – Recreation Supervisor Rex noted that normally this would be the time of year they would let the Board know about any big events going on at our park district facilities. She had given the Board a snapshot of what the dates were and the status of events with the COVID going on. Supt. of Recr. Tevsh noted there is going to be a blood drive in August. The company contacted her to see if they could have a blood drive at our building and this will be on June 19<sup>th</sup>. The hospitals are hurting for blood with everything that is going on. We will still have the one in August.

**Plans for Re-Opening Pathway Fitness** – Facilities Supervisor Metcalf noted her recommendation is the first attempt that we could take as we go into Phase 4. Things are changing every day and she continues to do Zoom meetings. They are suggesting Plan A and in this she included what procedures we will have to follow.

**Public Input** – There was no public signed in to Zoom.

President Kroeger wanted to let everyone know the Board appreciates everyone doing what is necessary to get the golf course, clubhouse and all areas cleaned up. He wanted to also thank the groups and clubs that helped with some of the cleanup. He mentioned that we had asked the City to help clean our parking lots and roads. Director Gible noted that Fred Busse with the Street Department had his crew out right away. President Kroeger emphasized we should do what we can to help the City and our local businesses.

Commissioner Doty noted he had a few people looking for information on our website for what is open. He thought the last COVID updated was from May. He was asking if the website could be updated. Recr. Supervisor Rex noted she will update the website.



**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:56 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Doty.

**Roll Call**

President Kroeger called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board convened to Executive Session at 7:58 pm. The roll was called with Commissioners Doty, Graves, Schulz, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Supt. of Finance Hienbuecher.

**Motion**

The Board adjourned the Executive Session at 8:23 p.m. on a motion made by Commissioner Doty. The motion was seconded by Commissioner Schulz.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

The Board reconvened to Regular Session at 8:24 pm. The roll was called with Commissioners Doty, Graves, Schulz, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Supt. of Finance Hienbuecher.

**Motion**

The Board adjourned the Regular Session at 8:24 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Respectfully Submitted

Jeanette Freeman  
Recording Secretary  
Sycamore Park District