

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, June 30, 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 30, 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 Strack – Commissioner Strack arrived at 6:07 pm.**

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

**Vice President Schulz 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, and Lisa Metcalf.

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

**Motion**

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

**Roll Call**

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

**Regular and Consent Agenda Approval –**

**Motion**

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

**Roll Call**

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

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the June 2, 2020 Regular Meeting Minutes.  
Commissioner Doty seconded the Motion.

**Voice**

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

**Claims and Accounts Approval**

**Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$359,114.21.  
Commissioner Graves seconded the Motion.

**Roll Call**

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

**Correspondence – None**

**Public Input - None**

**Positive Feedback – None**

**Monthly Report** – Supt. of Parks Jeff Donahoe informed the board the irrigation system project has been wrapped up. They have been using it since we went from flooding to pretty dry until recent rains. The technology is amazing, and it has really helped with staff time. Everything is run on a computer at the old office, but they can access it from the phone or tablet.

**Old Business**

**Executive Director Committee Update** – Commissioner Doty noted the committee has looked through all the resumes that were submitted. They have narrowed down to group of 6 to interview. They have interviews 3 of the candidates last night and will talk to the other 3 on Thursday. By the end of this week, they should know who they want to move forward to the finalist round. He and Daryl will call the final candidates they want to set up in person meetings with the board and staff. He noted the evaluation form was revised slightly and now has the same form with the same questions for everyone to use.

**Update Regarding the MMNH** – Supt. of Recr. Tevsh noted there was no update at this time.

**Updated “Loss” Numbers for FY2020 Budget** – Supt. of Finance Hienbuecher noted she based this on the information she had through May and was able to pull some June numbers.

**Update on Golf Operations** – Supt. of Golf Operations Kirk Lundbeck noted that from the numbers Jackie had given you can see the golf course is going nuts and it is crazy busy all the time. We will end up with a better month this June than last June when we had two golf outings. It is not stopping. They are doing a lot of sanitizing now that the clubhouse is open. Melissa, her staff and Kirks staff is sanitizing the washrooms, tables, doors, etc. Commissioner Strack noted the whole staff has done an amazing job. He also noted that the 10 minutes between tee times is great. Supt. Lundbeck noted it will stay that way. Commissioner Strack noted that Kirk has to have a reasonable workload and he can tell that Kirk is at the end of the line a few times. He noted that they can't let that happen. Kirk noted that all of his people are back to work except one now, so that helps.

**Consider Ovitz Playground Equipment Bid -**

**Motion**

Commissioner Strack moved to approve the recommendation as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

**Natural Gas Supplier Agreement** – Supt. of Finance Hienbuecher noted our current contract comes to an end in August. She is happy with the rates received from IGS Energy again. They dropped from .335 to .284 so we entered with a 36-month contract. This will save about \$1900 annually. She just needs the board to ratify the contract at .284 for a term of 3 years.

**Motion**

Commissioner Strack moved to approve the recommendation as presented. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Tech Options for Board: Discussion** – Supt. of Finance Hienbuecher noted she has looked into various options to provide technology to the board. The information is in her staff recommendation. Commissioner Doty noted that the Chromebooks is probably the way to go. He is proposing that we hold off on it for now due to the losses with COVID. This is a good direction to go in the future, he proposed to table it for now. There was consensus to put this off until the 2021 budget.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday June 30, 2020  
**P 4**

**Quarterly Capital Funds Update-** Supt. of Finance Hienbuecher noted she has updated where we are with capital budget items and estimated finish dates.

### **New Business**

**Annual Review of Board By-Laws** – Director Gible noted there are no recommended changes. If the board has any modifications they want to make, it can be discussed at this meeting and bring back to the next meeting for approval. There was a consensus no changes this year.

**Plans for Re-Opening Pathway Fitness** – Facility Manager Lisa Metcalf noted that Pathway Fitness opens tomorrow but will look a little different. Some of the equipment has been moved from Pathway Fitness into a quadrant of the gym. There will be limits on the number of people in Pathway Fitness, along with the track. There will be 75-minute time slots that people can register for and we already have reservations. Commissioner Strack asked if the 24-hour access was suspended for now. Facility Manager Metcalf noted that we are continuing to do that and putting some trust in our members to follow the procedures and rules. They will still have to sign up for time slots, so we will know who is in the building. She also noted that they will be monitoring this throughout the month.

Director Gible noted there will be a COVID mailer going out the end of the week. Supt. of Recreation Theresa Tevsh noted we can now take more people for upcoming classes. There will be a printed fall brochure coming out. We can also have more people in the dog park. The front desk staff have come back and the part time custodian. They had training with staff on the sanitizing now that must be done. They also went over all the rules that have changed in the building. There are so many restrictions on the gym that they are holding off on gym memberships. We can have pickleball, volleyball, and 1 person for basketball. Families or people in the same household can rent out a quad in the gym but it is not open gym at this time. The splash pad has a target date to open of July 10<sup>th</sup> and people must sign up for 75-minute slots. There is a capacity of 25 people which is below the IDPH recommendation.

Supt. of Parks Donahoe noted there was an elbow in the control dome that had a crack in it. He has a plumber working on it and is hoping by next Friday it should be open. Parks are open now and he enlisted the help of the Lions, Rotary and Kiwanis to help clean the playgrounds. The Lions will be taking our water tank and pressure washer around to spray off main touch points on the playgrounds. The Rotary will be spraying off the benches at the parks. The Kiwanis will be spraying the picnic tables. He gave each group a list of the parks and if these amenities are there, they will be taking care of them. It is very nice that they are doing this, and it helps all of us.

Supt. Tevsh went over the cleaning process at the splashpad and announcement will be made about social distancing. She then mentioned the partitions for Pathway Fitness possibly. If we get to a point, we need to use the space in the gym, we may need to move the equipment back into Pathway Fitness. We can put more people into Pathway Fitness being 3 feet about if we have partitions in between each piece of equipment. They are \$400 each and she would like to have 10. We can wait on this, but in the Fall, we may need to purchase these. Director Gible noted we are still waiting until August 1<sup>st</sup> to rent pavilions.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, June 30, 2020  
**P5**

**Recommendation for July and Future Regular Board Meetings** – Director Gible noted unless we go back to Phase 3, we are heading in the right direction and this recommendation will change if that happens. Assuming we stay in Phase 4, he recommends we go back to our regular in person meetings for the July 28<sup>th</sup>. There will be social distancing measures put in place.

**Motion**

Commissioner Doty moved to start having the meetings in person. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Public Input** – There was no public signed in to Zoom and Director Gible noted there was no public at the public location at the clubhouse located at 940 E. State Street.

**Motion**

The Board adjourned the Regular Session at 7:00 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Doty.

**Roll Call Vote**

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

Respectfully Submitted

Jeanette Freeman  
Recording Secretary  
Sycamore Park District