

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, December 22, 2020**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Clubhouse, located at 940 E. State St., Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, December 22, 2020.

President Kroeger read off the Zoom information from the agenda.

Will the recording secretary please call the roll.

**Motion**

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

**Roll Call**

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

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves 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: **Commissioner Doty, and Strack.**

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

Staff members present were Director Jonelle Bailey, Jeff Donahoe, Jeanette Freeman, Jackie Hienbuecher, Kirk Lundbeck, and Theresa Tevsh.

**Guests:** None

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Graves 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 4-0. Commissioner Schulz was absent.

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the November 24, 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 4-0. Commissioner Schulz was absent.

### **Claims and Accounts Approval**

#### **Motion**

Commissioner Graves moved to approve and pay the bills in the amount of \$588,908.95.  
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 Schulz was absent.

#### **Correspondence –**

- PDRMA Wellness
- Erin Duffy
- Melissa West
- Matt Schroeder

**Public Input –** Commissioner Graves thanked all the staff for all their hard work and commitment. He told Supt. Kirk Lundbeck outstanding job with golf. He told Supt. Jeff Donahoe great job in keeping up the course. He told Supt. Theresa Tevsh staff did an awesome job putting together the Cookies with Santa. The Wellness Grant is great. The work on the MMNH has been great and appreciate Melissa helping out with it. He noted Sarah did an outstanding job on the publication that went out. The Upstaging lights were great. He ended by saying he appreciates everything staff does.

Commissioner Strack noted he had received an email from someone that would like an ice rink put in. He knows it is a fun idea, but the cost benefit analysis is really tough. He suggested Director Bailey reach out to her to possibly offer space but have someone else do the rink. Directly Bailey responded that in addition to the cost analysis it would not be beneficial to offer space. The risk assessment on that would be way too high and we do not have the manpower to maintain even the minimal space. Commissioner Graves noted that DeKalb Park District has one. Director Bailey noted that it is a chilled rink, and the minimal setup is \$50,000.

President Kroeger noted that last year Sarah and he worked in putting an application in for Dan Gibble to receive the Honor Professional Award, but he did not get it. We submitted again this year but did not receive that award. However, the IAPD has created a new award the IAPD Legacy of Excellence Award. Dan Gibble along with one other person is the inaugural recipient of this award.

#### **Positive Feedback –**

**Planning Commission Report –** Commissioner Strack noted they modified the zoning regulations so a tattoo parlor can be on the ground floor downtown. Also, they approved a church going into the building at Airport Road and RT 64.

### **Old Business**

**MMNH Update:** Supt. Tevsh noted down to the last 2 days debris to be hauled out. The last things in the building are 2 bears and assumed turned over to us since abandoned. We need to confirm with Derke to get legal advice on it. Director Bailey noted she will contact Derke on this. Supt. Tevsh noted that Melissa worked miracles at the building selling the contents and giving some items to charity. Directly Bailey noted she has talked to Jacobsen about appraising the building. We should have possibly end of January or beginning of February. Supt. Donahoe noted all systems there have just been inspected and he checks the building periodically. Director Bailey noted she talked to Derke and he noted that if we decide to move the building from the rolls, there needs to be an ordinance done. President Kroeger asked for that ordinance to be on the January agenda.

**Capital Funding Plan 2021-2025** – Supt. Hienbuecher noted nothing to add to staff recommendation, just looking for approval.

#### **Motion**

Commissioner Strack moved to approve the Capital Funding Plan as presented.  
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 Schulz was absent.

**City Property Transfer – Ordinance 08-2020**– Director Bailey noted this is for the piece of property we traded the City for the trail. We just need to approve the ordinance so Derke can send to the City.

#### **Motion**

Commissioner Graves moved to approve Ordinance 08-2020. Commissioner Strack seconded the Motion.

#### **Roll Call**

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

### **New Business**

**Staff Monthly Report Update** – Director Bailey noted in the past staff would present a monthly report. She is proposing getting rid of this, since any new information would be in their monthly board report. The Board was fine with this.

**Ordinance 09-2020 – An Ordinance Levying and Assessing Taxes for the Sycamore Park District, DeKalb County, Illinois for the Year 2020 -**

#### **Motion**

Commissioner Strack moved to approve Ordinance 09-2020. Commissioner Ben 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 Schulz was absent.

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**First Review of Annual Operating Budget** – Supt. Hienbuecher noted this is the first draft and gave thanks to the superintendents and staff for putting the numbers together. She and Director Bailey will be reviewing it and making some recommendations to staff. She will bring the final in January. There was some discussion on this.

**Consider Next Year's Meeting Dates** – Director Bailey asked the board about the December meeting which would be after Christmas. She suggested moving the meeting to December 21, 2021. There was consensus from the Board on moving to December 21, 2021.

**Motion**

Commissioner Graves moved to approve the 2021 Board Meeting Dates moving December to December 21, 2021. 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 Schulz was absent.

**Consider Next Year's Holidays -**

**Motion**

Commissioner Graves moved to approve the 2021 Holidays. 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 Schulz was absent.

**Approval of Sexual Harassment Policy Update** – Director Bailey noted the State had passed in December 2019 mandatory harassment training. About 90% of our staff has completed the training already. We needed to update our policy in the employee manual. Everything that was in the policy is still there along with the new verbage.

**Motion**

Commissioner Strack moved to approve the policy as presented with minor changes per counsel if needed. 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 Schulz was absent.

**Public Input** – Commissioner Graves noted that it seems the Graduate Assistants we had this year have been very good. Supt. Tevsh noted she was very impressed also when reading their reports of what they did for us during their time with us.

**Introduction of New Staff** - Supt. Donahoe informed the Board our new mechanic is Conner Leach. With Bob leaving we have not hired a mechanic for over 40 years. They are very excited about Conner. He graduated from Sycamore High School and the Leach family has been here for long time. He most recently worked for Rondo's. He has worked at places working on small engines, trucks, trailers, and other things. He went to Kishwaukee Diesel school and has owned his own business since in High School repairing things. Conner just jumped right in and is a very organized person. He is very friendly, great to get along with and gets along with everyone. He is excited to learn new stuff. Jeff noted that he had his entire staff sit in on the interviews. They interviewed eight people and all of his staff had Conner as their 1<sup>st</sup> choice.

**January Study Session on January 12<sup>th</sup> at 6:00 pm.** – Director Bailey noted this is only if we feel we need and have all the information by that time.

#### **Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:51 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Strack.

#### **Roll Call**

President Kroeger called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Schulz 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.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
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 6:55 pm. The roll was called with Commissioners Doty, Graves, ~~Strack~~[Schulz](#), and Kroeger present along with Recording Secretary Jeanette Freeman, Director Bailey, and Supt. of Finance Hienbuecher.

#### **Motion**

The Board adjourned the Executive Session at 7:27 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Strack.

#### **Voice Vote**

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

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The Board reconvened to Regular Session at 7:27 pm. The roll was called with Commissioners Doty, Graves, ~~Strack~~ Schulz, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Bailey, and Supt. of Finance Hienbuecher.

**Motion**

Commissioner Strack moved to approve the salary compensation 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 Schulz was absent.

**Motion**

The Board adjourned the Regular Session at 7:30 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Strack.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
Recording Secretary  
Sycamore Park District