

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 13, 2019 at 6:45 p.m.

**PRESENT:** Board Members: Todd Latham, Diane Scents, Shaun Legge, Roberta Troeger, Bill Clemons and Dan Hoyt.  
Staff present: Bill Novicki, Interim Director, Angela Seville.

**MINUTES:** Copies of the Board Minutes from the October 9, 2019 meeting were made available to all the Board Members. A motion was made by Roberta Troeger and seconded by Dan Hoyt to accept the minutes of the October 9, 2019 meeting as amended.

6 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** We received and assessment appeal through Walgreens regarding a property tax reduction. Our current legal counsel does not handle this type of claim. Todd Latham will check into this further and will provide additional details as needed.

**PUBLIC COMMENT:** None

**TREASURER REPORT:** The following ending cash balances for October 31, 2019 were presented.

Corporate	\$ 72,573.28
Recreation	\$ 21,461.41
Paving & Lighting	\$ 4,748.39
Audit	\$ 6,593.66
Liability Insurance	\$ 42,527.19
Social Security	\$ 20,046.63
Unemployment/Workman’s Comp	\$ 26,105.43
IMRF	\$ 25,982.75
Special Recreation Fund	\$ 66,159.03
2016 Bond (funds in checking)	\$ 71.70
2016 Bond Debt Service	<u>\$100,642.41</u>
	\$386,911.88

**2016 Bond (Capital Projects) in Money Market** \$ 57,608.52

A motion was made by Diane Scents and seconded by Bill Clemons to accept the Treasurer’s Report as presented subject to audit.

ROLL CALL VOTE:

Diane Scents, aye      Shaun Legge, aye      Roberta Troeger, aye      Bill Clemons, aye  
Dan Hoyt, aye      Todd Latham, aye  
6 ayes, 0 nays

MOTION CARRIED

**BILLS:** The following bills were presented for approval.

Corporate	\$ 7,763.49
Recreation	\$ 13,888.69
Social Security	\$ 1,829.35
IMRF	\$ 2,445.04
2016 Bond Capital Project	<u>\$ 1,000.00</u>
	\$ 26,926.57 Total Bills

A motion was made by Diane Scents and seconded by Shaun Legge to accept the bills as presented subject to audit.

**ROLL CALL VOTE:**

Shaun Legge, aye      Roberta Troeger, aye      Bill Clemons, aye      Dan Hoyt, aye  
Todd Latham, aye      Diane Scents, aye  
6 ayes, 0 nays

**MOTION CARRIED**

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Bill Novicki, Interim Director presented copies of a meeting presentation from the recreational marijuana meeting he attended and provided an overview. Will discuss further at next month's meeting after all members have had a chance to review the material presented. Bill Novicki also mentioned that the Youth Forum will be held on November 21<sup>st</sup> at 7:00 p.m. at the Chamber office.

**COMMITTEE REPORTS:**

**RECREATION:** Diane Scents, committee chair reported that the Brochure was submitted to the printer on time.

**BUILDINGS & GROUNDS:** Bill Clemons, committee chair reported that a meeting was held on November 12<sup>th</sup> and discussed the following: ADA Capital projects, the sidewalk replacement has been completed in front of the Francis Center; We are still waiting on the replacement doors, Just in Time is no longer interested in purchasing the doors, an estimate for the value of the doors will still be needed; Shelter roofs have been completed; Reviewed Capital Plan to add vehicle replacements; Drainage issue at Memorial Park, Midwest Dirt Works provided an estimate to lower the man hole; Obtain quotes to update the key system for the new doors; Winterizing parks; Ice rink will be set up in December; Harvey Creek Park path wetland area will need more dirt; Milestone Park sinkhole on path has already been filled in; Vandalism in parks, installing cameras may help with the issues.

**FINANCE:** Shaun Legge, committee chair reported that a meeting was held prior to the regular board meeting to review the 6 month FY2019/2020 budget; Reviewed the 2019-2020 Tax Levy Ordinance; Annual audit will need to be re-bid.

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

PERSONNEL: Dan Hoyt, committee chair reported that a meeting was held on Friday, November 8 to review and update the personnel policy manual; reviewing guidelines for smoking in the park.

**UNFINISHED BUSINESS:**

ADA Projects: Discussed in detail during the Buildings and Grounds committee report.

Capital Plan Review and Prioritization and Master Plan: A motion was made by Diane Scents and seconded by Bill Clemons to table the Capital Plan Review and Master Plan until the December board meeting.

6 ayes, 0 nays

MOTION CARRIED

Audit/AFR- An audit proposal request will be added to the December board meeting.

Website Maintenance Agreement: An updated monthly security maintenance agreement was provided outlining the scope of work performed each month. More clarification on the agreements is still needed. Questions regarding how often she performs work on our behalf and is the time quoted enough for her to complete the tasks. It was suggested that all members e-mail Angie with their questions so we can further discuss the agreements.

IAPD/APRA Conference: The annual IAPD/IPRA conference will be held January 24 & 25, 2020. Employees currently registered are Bill Novicki and Candace Kissel. Commissioners that will be attending on Friday will be Diane Scents, Shaun Legge and Dan Hoyt. Angie Seville will register those attending.

**NEW BUSINESS:**

Tax Levy: A motion was made by Shaun Legge and seconded by Roberta Troeger to tentatively approve the 2019/2020 Tax Levy Ordinance.

ROLL CALL VOTE:

Roberta Troeger, aye

Bill Clemons, aye

Dan Hoyt, aye

Todd Latham, aye

Diane Scents, aye

Shaun Legge, aye

6 ayes, 0 nays

MOTION CARRIED

A notice will be placed in the newspaper regarding the December hearing and a copy of the ordinance will be on display at the Sandwich Park District office. A question regarding a date on page four will be further reviewed.

Financial/HR Software: Angie Seville supplied copies of all financial software companies that have been researched. Discussion took place regarding the various companies. It was suggested to host another web presentation and to verify if any companies offer a registration module. Roberta Troeger suggested one more company to contact and schedule a presentation. It was suggested to narrow down the list to two choices.

A list of registration companies was also provided to all members for review. Office Manager, Shawn Rickert, is reviewing the list and will provide an update.

Staff Holiday Compensation: Discussed staff holiday compensation. No action taken.

2020 Meeting Dates: A copy of the 2020 board and committee meeting dates was presented. After discussion a couple of committee dates will be changed.

A motion was made by Bill Clemons and seconded by Shaun Legge to accept the updated list of meeting dates for 2020.

6 ayes 0 nays

MOTION CARRIED

A copy of the meeting dates will be posted in the newspaper.

Executive Session Personnel: A motion was made by Shaun Legge and seconded by Diane Scents at 8:30 p.m. to enter into executive session under 5 ILCS 120/2(c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

ROLL CALL VOTE:

Diane Scents, aye     Roberta Troeger, aye     Bill Clemons, aye     Shaun Legge, aye

Dan Hoyt, aye     Todd Latham, aye

6 ayes 0 nays.

MOTION CARRIED

A motion was made by Dan Hoyt and seconded by Shaun Legge to exit executive session and return to regular session at 9:08 p.m.

ROLL CALL VOTE:

Bill Clemons, aye     Dan Hoyt, aye     Todd Latham, aye     Diane Scents, aye

Shaun Legge, aye     Roberta Troeger, aye

6 ayes 0 nays.

MOTION CARRIED

A motion was made by Diane Scents and seconded by Bill Clemons to appoint Bill Novicki Interim Director with no change in personal benefits or rate of pay until Director, Michael McCann is able to return, and to step in as Co-Director if Director is unable to perform the scope of duties depending on the provisions of his medical release.

6 ayes 0 nays

MOTION CARRIED

A motion was made by Diane Scents and seconded by Roberta Troeger to add a Holiday bonus to all F/T and P/T employee's paychecks, not to exceed \$1,000.00 and to be given in the paycheck prior to the Christmas Holiday.

ROLL CALL VOTE:

Bill Clemons, aye     Dan Hoyt, aye     Diane Scents, aye     Shaun Legge, aye

Roberta Troeger, aye     Todd Latham, aye

6 ayes 0 nays.

MOTION CARRIED

There being no further business, a motion was made by Roberta Troeger and seconded by Bill Clemons to adjourn the meeting at 9:12 p.m.

6 ayes 0 nays

MOTION CARRIED

The next regular board meeting will be held on December 11, 2019 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary