

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, July 8, 2020 at 6:32 p.m.

**PRESENT:** Board Members: Diane Scents, Todd Latham, Shaun Legge, Bill Clemons, Dan Hoyt and Roberta Troeger.

Staff present: Angela Seville and Bill Novicki, Interim Director via zoom.

Public Present: Clinton Harris.

**PUBLIC HEARING:** A motion was made by Roberta Troeger and seconded by Todd Latham to open the floor for a Public Hearing for the Budget & Appropriation Ordinance #2020-001 at 6:32 p.m.

**ROLL CALL VOTE:**

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

MOTION CARRIED

A Public Hearing was held for the Budget & Appropriation Ordinance #2020-001.

President, Diane Scents read the Budget & Appropriation Ordinance #2020-001 aloud for the record.

As there was no one in the audience to give testimony or ask questions, a motion was made by Todd Latham and seconded by Roberta Troeger to close the Public Hearing for Budget & Appropriation #2020-001 at 6:42 p.m.

**ROLL CALL VOTE:**

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

MOTION CARRIED

**MINUTES:** Copies of the Board Minutes from the June 10, 2020 meeting were made available to all the Board Members. A motion was made by Todd Latham and seconded by Dan Hoyt to accept the minutes of the June 10, 2020 meeting as presented.

6 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** President Diane Scents received correspondence regarding smoking/vaping at the Splash Pad. The Splash Pad does have the proper smoke free act posted, as do all parks.

Interim Director, Bill Novicki mentioned that he received a phone call from Les Redden regarding a piece of property that he has available.

Bill Clemons had borrowed the Sandwich Park District truck last week to haul a tree and had thanked the district for the use of the vehicle.

**PUBLIC COMMENT:** Clinton Harris had introduced himself as a community member who has interest in becoming a board commissioner for the Park District. He has volunteered at many events held by the district and community. A resume was included in the board packet.

**TREASURER REPORT:** The following ending cash balances for June 30, 2020 were presented.

Corporate	\$ 78,293.99
Recreation	\$ 55,835.53
Paving & Lighting	\$ 6,174.81
Audit	\$ 7,132.31
Liability Insurance	\$ 46,974.72
Social Security	\$ 22,609.70
Unemployment/Workman's Comp	\$ 44,866.40
IMRF	\$ 27,689.06
Special Recreation Fund	\$ 74,411.11
2016 Bond (funds in checking)	\$ 23.12
2016 Bond Debt Service	<u>\$ 57,001.72</u>
	\$421,012.47

**2016 Bond (Capital Projects) in Money Market** \$ 14,281.86

A motion was made by Todd Latham and seconded by Bill Clemons to accept the Treasurer's Report as presented subject to audit.

ROLL CALL VOTE:

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

MOTION CARRIED

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

Corporate	\$ 9,552.77
Recreation	\$ 8,898.30
Social Security	\$ 2,403.25
IMRF	\$ 2,793.53
Special Recreation	\$ 7,758.73
2016 Bond-Capital Project Fund	<u>\$ 1,415.63</u>
	\$ 32,822.21 Total Bills

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

ROLL CALL VOTE:

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

MOTION CARRIED

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Interim Director, Bill Novicki added that we have hired two summer camp counselors and so far, this week summer camp has been going well. Discussed applying for the DCCF grant to be used towards purchasing additional picnic tables for the Splash Pad and updating the water fountain. The DCCF committee would like to see grants used for capital plan items. The Splash Pad has been opened under the IPARKS guidelines. Two seasonal maintenance employees have completed their time with us.

**COMMITTEE REPORTS:**

RECREATION: None

**BUILDINGS & GROUNDS:** Committee Chair, Roberta Troeger reported that a meeting was held in July and the following areas were discussed:

- Sandwich Boys Baseball Shed- Sandwich Boys Baseball would now like to purchase a garage type building and place it in a new location. They would also like for the old shed to be repaired by the Park District. It was suggested by the board to tear down the shed and not repair it. Sandwich Boys Baseball Association will need to prepare a new proposal for the garage and present to the board, as this was not what was originally presented and agreed to previously.
- Dump truck has a bad clutch.
- Bill Novicki spoke with City of Sandwich regarding the grass clippings and where to take them.

FINANCE: None

**CAPITAL DEVELOPMENT:** Capital Plan was approved and prioritized at the Board Retreat. Master Plan was reviewed and updated at the Board Retreat. Discussed improvements to Milestone parking lot, flooding and parking paths at the Board Retreat.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

**UNFINISHED BUSINESS:**

Yearly Compensation: A motion was made by Dan Hoyt and seconded by Todd Latham to approve the Fiscal Year 2020/2021 yearly employee compensation for the custodial position. Amended to include retroactive to June 10, 2020. Amendment accepted by Dan Hoyt and Todd Latham.

**ROLL CALL VOTE:**

Dan Hoyt, aye	Roberta Troeger, aye	Diane Scents, aye	Todd Latham, aye
Shaun Legge, aye	Bill Clemons, aye		
6 ayes, 0 nays		<b>MOTION CARRIED</b>	

Summer Staffing: Two camp counselors were hired for the summer camp and interviews have begun for the vacant recreation position.

Bonding Options/Hearing Date: Speer Financial has provided a bonding planning packet for the Sandwich Park District. Two options were presented and discussion took place as to what amount and length of years would be the best option. President, Diane Scents would like to have an updated chart with all playground equipment and the ages so they can review the replacement plan for the equipment. Sandwich Park District would like to move forward with option B and to continue to use a local financial institution.

A motion was made by Bill Clemons and seconded by Todd Latham to approve August 12, 2020 as the date set for a Bina Hearing.

6 ayes, 0 nays **MOTION CARRIED**

Freedom Days Postponement: A new date needs to be set to host the Freedom Days activities. The Sandwich Fair grounds will not be available for us to use to display the fireworks. Interim Director, Bill Novicki has met with officials from the City of Sandwich and Fire Department as to possible locations for the fireworks. Gate revenue would be needed in order to make the fireworks profitable, however, this is a free event and we should make sure to budget the proper amount to cover the event regardless. Would be best to figure ways to accept donations towards the event this year if unable to collect gate revenue. The Fire Department will still be hosting a pork chop dinner and car show over the Labor Day weekend. The parade would be held on Saturday with the race and fireworks scheduled for Sunday. We could poll the community to see how many would be willing to participate in the parade. The route of the parade would also need to be changed. Interim Director, Bill Novicki was asked to provide updated parade routes to the board for review.

All board members were in favor of changing the Freedom Days activities to the Labor Day weekend.  
6 ayes, 0 nays  
MOTION CARRIED

**NEW BUSINESS:**

Budget Ordinance: A motion was made by Todd Latham and seconded by Shaun Legge to adopt Ordinance 2020-001, Budget and Appropriation Ordinance for fiscal year 2020-2021. This ordinance will be reviewed after six (6 months) and changed, if needed.

ROLL CALL VOTE:

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

No additional discussion regarding the Budget & Appropriation Ordinance 2020-001 was needed.

Park Assignment Review: A copy of the current park assignment was presented to the board. No changes were made to the board members assigned to parks for the 2020-2021 year.

Discussion was made regarding the appointment of Clinton Harris to the board of commissioners. He will be appointed at the August 12 board meeting.

Executive Session: A motion was made by Dan Hoyt and seconded by Shaun Legge at 7:57 p.m. to enter into executive session under 5 ILCS 120/2 2.(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ROLL CALL VOTE:

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

A motion was made by Todd Latham and seconded by Bill Clemons to exit executive session and return to regular session at 8:11 p.m.

ROLL CALL VOTE:

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

After review of executive session Board minutes, a motion was made by Todd Latham and seconded by Roberta Troeger to release the following minutes:

November 14, 2018

July 10, 2019

December 11, 2019

January 8, 2020

January 22, 2020

June 10, 2020 (A)

June 10, 2020 (B)

ROLL CALL VOTE:

Shaun Legge, aye      Bill Clemons, aye      Dan Hoyt, aye      Roberta Troeger, aye

Diane Scents, aye      Todd Latham, aye

6 ayes, 0 nays

MOTION CARRIED

Executive Session: A motion was made by Todd Latham and seconded by Roberta Troeger at 8:13 p.m. to enter into executive session under 5 ILCS 120/2 2.(c)(5) for 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.

ROLL CALL VOTE:

Bill Clemons, aye      Dan Hoyt, aye      Roberta Troeger, aye      Diane Scents, aye

Todd Latham, aye      Shaun Legge, aye

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Todd Latham and seconded by Shaun Legge to exit executive session and return to regular session at 8:24 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye      Roberta Troeger, aye      Diane Scents, aye      Todd Latham, aye

Shaun Legge, aye      Bill Clemons, aye

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Todd Latham and seconded by Bill Clemons to authorize Interim Director Bill Novicki to negotiate the terms of property.

ROLL CALL VOTE:

Roberta Troeger, aye      Diane Scents, aye      Todd Latham, aye      Shaun Legge, aye

Bill Clemons, aye      Dan Hoyt, aye

6 ayes, 0 nays

MOTION CARRIED

There being no further business, a motion was made by Todd Latham and seconded by Dan Hoyt to adjourn the meeting at 8:25 p.m.

6 ayes 0 nays

MOTION CARRIED

The next regular board meeting will be held on August 12, 2020 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary