

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 14, 2020 at 6:34 p.m.

**PRESENT:** Board Members: Diane Scents, Roberta Troeger, Clinton Harris, Dan Hoyt, Bill Clemons, Todd Latham, and Shaun Legge  
Staff present: Interim Director, Bill Novicki and Angela Seville.  
Public Present: Joe Roberts, IPARKS Insurance

**MINUTES:** Copies of the Board Minutes from the September 16, 2020 meeting were made available to all the Board Members. A motion was made by Bill Clemons and seconded by Dan Hoyt to accept the minutes of the September 16, 2020 meeting as presented.

7 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** A thank you card was received on behalf of the McCann family.

**PUBLIC COMMENT:** Joe Roberts, our IPARKS representative, for over 19 years, provided an insurance overview to the board. Joe noted that the Sandwich Park District is a founding member of IPARKS. We are currently in a 3year rate lock guarantee. Joe discussed our coverage for the district facilities, autos, programs, employees and volunteers. He also noted that we should contact him in the event that we host programs that are not normally in our course of business to verify if there are any exclusions.

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

Corporate	\$100,317.94
Recreation	\$ 74,195.19
Paving & Lighting	\$ 7,392.12
Audit	\$ 4,827.25
Liability Insurance	\$ 59,996.66
Social Security	\$ 29,491.20
Unemployment/Workman’s Comp	\$ 54,512.73
IMRF	\$ 38,134.59
Special Recreation Fund	\$ 79,017.53
2016 Bond (funds in checking)	\$ 59.10
2016 Bond Debt Service	<u>\$103,713.74</u>
	\$551,658.05

**2016 Bond (Capital Projects) in Money Market** \$ 5,233.02

A motion was made by Todd Latham and seconded by Roberta Troeger to accept the Treasurer’s Report as presented subject to audit.

ROLL CALL VOTE:

Roberta Troeger, aye    Clinton Harris, aye    Dan Hoyt, aye    Bill Clemons, aye  
Todd Latham, aye    Shaun Legge, aye    Diane Scents, aye

7 ayes, 0 nays

MOTION CARRIED

President, Diane Scents left the room at 6:48 p.m. and Vice-President Dan Hoyt took over the meeting.

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

Corporate	\$ 24,360.54
Recreation	\$ 5,949.71
Social Security	\$ 1,611.03
Unemployment/Workman's Comp	\$ 443.23
IMRF	\$ 2,111.11
Special Recreation	\$ 12,456.65
2016 Bond-Capital Project Fund	<u>\$ 1,164.05</u>
	\$ 48,096.32 Total Bills

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

**ROLL CALL VOTE:**

Clinton Harris, aye	Dan Hoyt, aye	Bill Clemons, aye	Todd Latham, aye
Shaun Legge, aye	Roberta Troeger, 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 our brochure in house deadline is this week and he is hopeful we will be on schedule. Bill also noted that volunteers are needed for the Harvest Moon event on October 24; the event takes place from 6-8 p.m. for any board members that may be available. Roberta Troeger asked about crowd control and Interim Director, Bill Novicki discussed the parameters we have in place for the event.

President, Diane Scents returned to the meeting at 6:53 p.m. and resumed her role.

Interim Director, Bill Novicki continued discussion on the Director's Report to state security cameras were installed and they can be accessed remotely if any board member would like to have access to let him know. Discussed guidelines currently in place for board members if any issues arise.

**COMMITTEE REPORTS:**

**RECREATION:** Committee Chair, Diane Scents reported that a meeting was held on October 1, in which they discussed park district general programs, brochure and SBB agreement.

**BUILDINGS & GROUNDS:** None

**FINANCE:** None

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

**PERSONNEL:** None

**UNFINISHED BUSINESS:**

Memorial Park Water Issue Update: The tile at Memorial Park has been inspected by camera and no issues were found as our tiles are clear. There are several other larger tiles draining into one tile which causes too much to drain at one time. A written report from the company that did the inspection is recommended as our obligation has now been met.

**NEW BUSINESS:**

Capital Project's: Reviewed Capital Plan last updated on 5-11-2020 and discussed capital project priority. One priority discussed was the completion of the Milestone Park driveway, parking lot, curb and gutter. The board has advised Interim Director, Bill Novicki to discuss our agreement with the City of Sandwich to verify our options and to get feedback regarding the future drainage plans of the city.

Roberta Troeger left meeting briefly at 7:39 p.m. and returned at 7:41 p.m.

Discussed completion of ADA sidewalk at the David A. Francis Center and replacement of the maintenance dump truck. Interim Director, Bill Novicki expressed interest in a concession trailer to be used as another revenue source.

Will need to obtain RFP's from engineering firms for improvements and quotes for equipment replacement. Will discuss in more detail after additional information has been received.

SBB Agreement: A copy of the Sandwich Boys Baseball Lease Agreement was included in the packet for review. The current agreement is effective April 1, 2013 through March 31, 2023. There are several sections within the agreement that should be updated. Discussed history of the agreement and the need for more consistent communication between both parties. Would be good to have a representative from Sandwich Boys Baseball attend a recreation meeting and to provide a copy of their proposed capital improvement plan for the upcoming year, as stated in the agreement. Board members are asked to review the agreement for suggested updates.

There being no further business, a motion was made by Todd Latham and seconded by Clinton Harris to adjourn the meeting at 8:37 p.m.

The next regular board meeting will be held on November 11, 2020 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary