

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 11, 2020 at 6:30 p.m.

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

MINUTES: Copies of the Board Minutes from the October 14, 2020 meeting were made available to all the Board Members. A motion was made by Dan Hoyt and seconded by Todd Latham to accept the minutes of the October 14, 2020 meeting as presented.

ROLL CALL VOTE:

| | | | |
|----------------------|------------------|---------------------|------------------|
| Roberta Troeger, aye | Todd Latham, aye | Clinton Harris, aye | Shaun Legge, aye |
| Bill Clemons, aye | Dan Hoyt, aye | Diane Scents, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for October 31, 2020 were presented.

| | |
|-------------------------------|---------------------|
| Corporate | \$ 99,012.49 |
| Recreation | \$ 62,340.00 |
| Paving & Lighting | \$ 7,420.99 |
| Audit | \$ 4,896.39 |
| Liability Insurance | \$ 60,304.41 |
| Social Security | \$ 28,108.72 |
| Unemployment/Workman’s Comp | \$ 55,021.22 |
| IMRF | \$ 36,264.78 |
| Special Recreation Fund | \$ 79,670.98 |
| 2016 Bond (funds in checking) | \$ 52.85 |
| 2016 Bond Debt Service | \$104,796.24 |
| 2020 Bond (funds in checking) | \$.29 |
| | <u>\$537,889.36</u> |

| | |
|---|--------------|
| 2016 Bond (Capital Projects) in Money Market | \$ 4,483.18 |
| 2020 Bond (Capital Projects) in Money Market | \$682,755.72 |

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:

| | | | |
|------------------|---------------------|----------------------|-------------------|
| Todd Latham, aye | Clinton Harris, aye | Shaun Legge, aye | Bill Clemons, aye |
| Dan Hoyt, aye | Diane Scents, aye | Roberta Troeger, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

BILLS: The following bills were presented for approval.

| | |
|--------------------------------|--------------------------|
| Corporate | \$ 8,099.60 |
| Recreation | \$ 8,536.00 |
| Social Security | \$ 1,659.01 |
| IMRF | \$ 2,254.78 |
| 2016 Bond-Capital Project Fund | \$ 756.25 |
| 2020 Bond-Capital Project Fund | <u>\$ 18,925.00</u> |
| | \$ 40,230.64 Total Bills |

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

ROLL CALL VOTE:

| | | | |
|---------------------|----------------------|-------------------|-----------------------|
| Clinton Harris, aye | Shaun Legge, aye | Bill Clemons, aye | Dan Hoyt, aye |
| Diane Scents, aye | Roberta Troeger, aye | Todd Latham, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

Discussion regarding fish tank and if still needed. Shaun Legge offered to donate fish to be placed in the tank. Also discussed the Willow Marketing Website agreement, need to verify the renewal date. Will only need to bring back to the board for approval if there are changes to the current agreement.

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 partnered with Xtreme Team this year to decorate our tree at Veteran's Park and they are a sponsor for the Christmas light decorating contest. This year we will not have the help of IVVC to put up our ice rink, around eight to ten people are needed to help set it up. A request for additional help will be sent to the board once a date is determined for set up. Discussed marketing for our programs and events more frequently or differently to try and reach more members of the community. We received a portion of the DCCF grant that was applied for; part of the funds will be used for additional picnic tables at the splash pad and part will be used for a new ADA water fountain at Veteran's Park.

COMMITTEE REPORTS:

RECREATION: None

BUILDINGS & GROUNDS: November meeting was postponed until December 3, 2020.

FINANCE: Committee Chair, Shaun Legge reported that a meeting was held prior to the board meeting to review the 6-month budget, 2020-2021 Tax Levy and Investment options. Due to the state mandated guidelines our programs have been limited this year so we need to continue to monitor expenses.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Capital Plan Review and Update: Quotes have not been received at this time for vehicle replacement and Milestone Park driveway improvements. Interim Director, Bill Novicki has been in contact with the City of Sandwich and is awaiting a response from the City regarding our agreement. Board members need to keep in mind the timing of the projects and where they foresee the best use of the funds. The DCCF grant funds will be split \$1,500.00 to be used for the Splash Pad picnic tables and \$2,400.00 will be placed in the SRA Fund to be used towards the ADA water fountain.

NEW BUSINESS:

Tax Levy 2020-2021 Ordinance 2020-003: A motion was made by Roberta Troeger and seconded by Bill Clemons to tentatively approve the Tax Levy Ordinance 2020-003.

ROLL CALL VOTE:

| | | | |
|----------------------|-------------------|---------------------|-------------------|
| Shaun Legge, aye | Bill Clemons, aye | Dan Hoyt, aye | Diane Scents, aye |
| Roberta Troeger, aye | Todd Latham, aye | Clinton Harris, aye | |
| 7 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 and available on the website.

Investment Options: Discussed at the finance committee meeting was the opportunity to invest part of our funds into a certificate of deposit. First National Bank had an offer of 1.0% for any term cd or money market account. The bank agreed to update our current interest rate of .05% to 1.0% on both our checking account and money market. Will contact bank to discuss the FDIC insured coverage to determine if we will invest at this time.

KSRA Agreement: Kishwaukee Special Recreation Association has presented an updated agreement with a term from January 1, 2020 to December 31, 2025. The Sandwich Park District designated member is Interim Director, Bill Novicki.

A motion was made by Roberta Troeger and seconded by Bill Clemons to approve the Kishwaukee Special Recreation Association (KSRA) agreement with the contingency that the term of agreement be changed to 3 years, therefore the term would be January 1, 2020 to December 31, 2023.

ROLL CALL VOTE:

| | | | |
|-------------------|---------------------|-------------------|----------------------|
| Bill Clemons, aye | Dan Hoyt, aye | Diane Scents, aye | Roberta Troeger, aye |
| Todd Latham, aye | Clinton Harris, aye | Shaun Legge, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

Sexual Harassment Prevention Training: The State of Illinois has passed a law that every employer in the State of Illinois is required to provide employees, commissioners and independent contractor’s with sexual harassment prevention training by December 31, 2020 and again once every year. A certificate of completion will be kept on file. Anyone who has already taken the training this year will need to provide the district with a copy of their certification.

COVID-19 Policy: A copy of a draft Sandwich Park District Coronavirus (COVID-19) policy was included in the board packet. The policy is also being reviewed by our attorney for proper guidelines and legal clarification. Discussed possible changes and updates to the policy. The board has

encouraged Interim Director, Bill Novicki to talk with the staff to discuss current guidelines and comfort level. Some employees are not equipped to work from home and some job duties do not warrant the ability to work from home if they were to be quarantined. A review of employee computers/laptops will be needed and may be added to the replacement plan.

Property Tax Appeal: A Property Tax Assessment Appeal was received from the Kendall County Board of Review for Plano Molding Co. We have 10 days from the date received to submit our intentions to intervene, and 14 days to submit supporting evidence.

A motion was made by Shaun Legge and seconded by Todd Latham to instruct Interim Director, Bill Novicki to file our intentions to intervene in the Property Tax Assessment Appeal by Plano Molding Co. by Monday, November 16, 2020.

ROLL CALL VOTE:

| | | | |
|---------------------|-------------------|----------------------|------------------|
| Dan Hoyt, aye | Diane Scents, aye | Roberta Troeger, aye | Todd Latham, aye |
| Clinton Harris, aye | Shaun Legge, aye | Bill Clemons, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

President, Diane Scents will reach out to the other taxing bodies to discuss an intergovernmental agreement set up for such appeals.

Succession Plan: The Sandwich Park District does not currently have a succession plan in place in the event the Interim Director is unable to fulfill his/her duties. Personnel Committee will draft a policy to be adaptive.

2021 Meeting Schedule Approval: A copy of the 2021 board and committee meeting dates was presented.

A motion was made by Clinton Harris and seconded by Shaun Legge to accept the list of board and committee meeting dates for 2021.

ROLL CALL VOTE:

| | | | |
|-------------------|----------------------|------------------|---------------------|
| Diane Scents, aye | Roberta Troeger, aye | Todd Latham, nay | Clinton Harris, aye |
| Shaun Legge, aye | Bill Clemons, aye | Dan Hoyt, aye | |
| 6 ayes, 1 nays | | | MOTION CARRIED |

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

Staff Holiday Compensation: Discussed staff holiday compensation.

A motion was made by Roberta Troeger and seconded by Shaun Legge to pay all current employees a holiday bonus of \$125.00 to be paid on the first payroll of December. Amended to state the holiday bonus is \$100.00 with an additional \$25.00 due to COVID-19 pandemic.

ROLL CALL VOTE:

| | | | |
|----------------------|------------------|---------------------|------------------|
| Roberta Troeger, aye | Todd Latham, aye | Clinton Harris, aye | Shaun Legge, aye |
| Bill Clemons, aye | Dan Hoyt, aye | Diane Scents, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

IAPD Conference Delegate: Interim Director, Bill Novicki received a notice to appoint a delegate to represent the park district at the IAPD conference.

A motion was made by Todd Latham and seconded by Roberta Troeger to appoint Interim Director, Bill Novicki as the Sandwich Park District delegate to the IAPD conference.

ROLL CALL VOTE:

| | | | |
|------------------|---------------------|----------------------|-------------------|
| Todd Latham, aye | Clinton Harris, aye | Shaun Legge, aye | Bill Clemons, aye |
| Dan Hoyt, aye | Diane Scents, nay | Roberta Troeger, aye | |
| 6 ayes, 1 nays | | | MOTION CARRIED |

There being no further business, a motion was made by Clinton Harris and seconded by Todd Latham to adjourn the meeting at 8:35 p.m.

ROLL CALL VOTE:

| | | | |
|---------------------|----------------------|-------------------|----------------|
| Clinton Harris, aye | Shaun Legge, aye | Bill Clemons, aye | Dan Hoyt, aye |
| Diane Scents, aye | Roberta Troeger, aye | Todd Latham, aye | |
| 7 ayes, 0 nays | | | MOTION CARRIED |

The next regular board meeting will be held on December 9, 2020 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary