

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, December 9, 2020 at 6:31 p.m.

PRESENT: Board Members: Diane Scents, Roberta Troeger, Clinton Harris, Todd Latham and Shaun Legge

Board Members present via Zoom: Bill Clemons, and Dan Hoyt

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

PLEDGE OF ALLEGANCE

MINUTES: Copies of the Board Minutes from the November 11, 2020 meeting were made available to all the Board Members. A motion was made by Todd Latham and seconded by Clinton Harris to accept the minutes of the November 11, 2020 meeting as presented.

ROLL CALL VOTE:

Diane Scents, aye Todd Latham, aye Clinton Harris, aye Roberta Troeger, aye

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

7 ayes, 0 nays

MOTION CARRIED

PUBLIC HEARING: A motion was made by Roberta Troeger and seconded by Shaun Legge to suspend the regular order of business to enter into a public hearing for the 2020/2021 Tax Levy.

ROLL CALL VOTE:

Todd Latham, aye Clinton Harris, aye Roberta Troeger, aye Shaun, Legge, aye

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

7 ayes, 0 nays

MOTION CARRIED

With no public being present to be heard, a motion was made by Todd Latham and seconded by Roberta Troeger to close the public hearing and resume the regular order of business.

ROLL CALL VOTE:

Clinton Harris, aye Roberta Troeger, aye Shaun, Legge, aye Bill Clemons, aye

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

7 ayes, 0 nays

MOTION CARRIED

Adopt Tax Levy Ordinance 2020-003: The 2020/2021 Tax Levy Ordinance 2020-003 was presented for review.

A motion was made by Todd Latham and seconded by Roberta Troeger to approve the Sandwich Park District Tax Levy Ordinance #2020-003 with a total tax levied of \$549,860.00.

ROLL CALL VOTE:

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

Diane Scents, aye Todd Latham, aye Clinton Harris, aye

7 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

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

Corporate	\$ 86,698.76
Recreation	\$ 50,049.04
Paving & Lighting	\$ 7,527.24
Audit	\$ 5,152.38
Liability Insurance	\$ 61,439.45
Social Security	\$ 26,734.54
Unemployment/Workman's Comp	\$ 50,501.51
IMRF	\$ 34,243.25
Special Recreation Fund	\$ 82,954.73
2016 Bond (funds in checking)	\$ 21.60
2016 Bond Debt Service	\$108,843.71
2020 Bond (funds in checking)	<u>\$.29</u>
	\$682,803.56

2016 Bond (Capital Projects) in Money Market \$ 3,758.49
2020 Bond (Capital Projects) in Money Market \$682,803.27

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

ROLL CALL VOTE:

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

BILLS: The following bills were presented for approval.

Corporate	\$ 9,578.17
Recreation	\$ 8,568.58
Social Security	\$ 2,396.89
Unemployment/Workman's Comp	\$ 5,472.00
IMRF	\$ 3,445.63
Special Recreation Fund	\$ 1,525.20
2016 Bond-Capital Project Fund	<u>\$ 756.25</u>
	\$ 31,742.72 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:

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

Discussion regarding the porta potty agreement; need to bid out service for next year.

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 45 registered homes for the Light Up Sandwich event, voting ends on December 28th and the winner may be announced on a Facebook Live event. Bill Clemons added that there are programs that allow the public to purchase a Christmas tree to be donated to an organization that they would then plant; contact Redbud or Winding Creek Nursery to see if we can develop this arrangement.

COMMITTEE REPORTS:

RECREATION: Committee Chair, Diane Scents reported that a meeting was held on December 3 and discussed the following: Brochure, program deadlines, Light up the Hill pop-up event, general program ideas and overview from recreation staff, adding additional classes via zoom or outdoor activities, and to refresh the advertising in brochure.

BUILDINGS & GROUNDS: Committee Chair, Roberta Troeger reported that a meeting was held on December 3 and discussed the following: Sandwich Baseball Association attended the meeting regarding the purchasing of a new shed at Memorial Park and the use of the existing shed, garbage cans in most parks are in bad shape and should be replaced, and Park Forman, Dylan Franciscy was asked to provide a list of park repairs to be reviewed.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Sexual Harassment Prevention Training: Staff have completed the training and we are waiting on one commissioner and two instructors to complete the training.

Milestone Annexation Agreement: Interim Director, Bill Novicki has met with the Sandwich City Mayor to discuss the current agreement and the city is willing to forgo all curb and gutter requirements. We are still required to blacktop the entire surface as stated in the agreement. The city would be willing to extend the timeline by one or two years if needed, but we currently have until 2022 to complete the project, so the extension would not be necessary at this time. The City of Sandwich would also be willing to fund a portion of the culvert replacement. We will check with the township to verify the responsibility of the culvert replacement. Interim Director, Bill Novicki was given approval to contact the engineer to begin the process of obtaining estimates for the plan to include quotes with and without the curb and gutter.

Tax Appeals: Interim Director, Bill Novicki attended a tax assessment appeal hearing today in Kendall County for the Plano Molding Co assessment. The township had previously submitted evidence showing an assessment with a small reduction. The hearing concluded with the acceptance of the township assessment as the amount of the reduction. Interim Director, Bill Novicki also learned that the best way to appeal the tax assessments is to have a full property appraisal/assessment completed,

which can be very costly to have completed. Other taxing bodies are not interested in forming an intergovernmental agreement to appeal these assessments.

COVID-19 Policy: An updated policy was presented for review. A spelling correction was noted.

A motion was made by Bill Clemons and seconded by Shaun Legge to approve the Sandwich Park District Coronavirus (COVID-19) Policy with the error corrected and the additive that each employee will be notified and required to sign and date the policy stating they have read and been informed of the policy, and the policy will be posted in the same location as other required postings.

ROLL CALL VOTE:

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

Investment Options: Angela Seville had contacted the bank and was informed that our funds are currently collateralized and that the bank does offer additional protection such as an insured cash sweep in which there would be monthly fees involved. Angela will contact bank again to clarify what the monthly cost to participate in the ICS Sweep would be.

NEW BUSINESS:

Petition Filing for April 6th, 2021 Consolidated election: Angela Seville reminded the board members that there will be three commissioner seats on the 2021 ballot for full 6-year terms and that the petition filing period for our office will be December 14th through December 21st, 2020.

SBA Agreement/Shed: The Sandwich Baseball Association previously had requested to have the current shed located at Memorial Park removed and they would then purchase a new 12 X 20 shed at their expense. The SBA would now like to have the current shed remain in place. The current shed has a plywood floor, needs some repair and does not currently sit on concrete slab. Pictures of the shed were shown for review. The structure is sound but there are a few cosmetic issues such as the doors and a couple boards that have become rotten. Sandwich Park District will approve the color of paint if the existing shed will be repainted. The SBA would like to have the new shed placed in a different location for better access to the equipment. Discussed placement of shed and the possibility of the need for electricity.

A motion was made by Roberta Troeger and seconded by Clinton Harris to approve the Sandwich Baseball Association purchasing a 12 X 20 shed to be placed directly behind the existing shed at Memorial Park that will include a gravel base under new shed with the stipulation that the existing shed will be repaired by Sandwich Baseball Association unless Sandwich Baseball Association does not agree to the repair then the existing shed will be torn down.

Amendment to the motion was made by Roberta Troeger and seconded by Clinton Harris that Sandwich Baseball Association would need to complete the repairs to the existing shed no later than the beginning of the baseball season of 2022.

ROLL CALL VOTE:

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

A motion was made by Dan Hoyt and seconded by Shaun Legge at 8:25 p.m. to enter into executive session under 5 ILCS 120/2(c) (1), for the appointment, employment, compensation, discipline, dismissal, performance, or personal status of employees, specific individuals who serve as independent contractors in a park, recreational or educational setting, or specific volunteers of the public body, officers or legal counsel for the park district.

ROLL CALL VOTE:

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

A motion was made by Clinton Harris and seconded by Shaun Legge to exit executive session and return to regular session at 8:36 p.m.

ROLL CALL VOTE:

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

There being no further business, a motion was made by Dan Hoyt and seconded by Roberta Troeger to adjourn the meeting at 8:40 p.m.

ROLL CALL VOTE:

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

The next regular board meeting will be held on January 13, 2021 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary