

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 13, 2021 at 6:33 p.m.

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

**PLEDGE OF ALLEGIANCE**

**MINUTES:** Copies of the Board Minutes from the December 9, 2020 meeting were made available to all the Board Members. A motion was made by Clinton Harris and seconded by Todd Latham to accept the minutes of the December 9, 2020 meeting as corrected.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

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

Corporate	\$ 72,211.08
Recreation	\$ 39,213.39
Paving & Lighting	\$ 7,528.01
Audit	\$ 5,152.91
Liability Insurance	\$ 34,580.02
Social Security	\$ 25,153.35
Unemployment/Workman’s Comp	\$ 50,199.22
IMRF	\$ 31,779.31
Special Recreation Fund	\$ 82,963.29
2016 Bond (funds in checking)	\$ 21.60
2016 Bond Debt Service	\$ 1,201.54
2020 Bond (funds in checking)	\$ .29
	\$350,004.01

<b>2016 Bond (Capital Projects) in Money Market</b>	\$ 3,758.81
<b>2020 Bond (Capital Projects) in Money Market</b>	\$682,861.11

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

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

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

Corporate	\$ 8,899.68
Recreation	\$ 7,867.29
Liability Fund	\$ 26,863.00
Social Security	\$ 1,583.78
Unemployment/Workman’s Comp	\$ 307.47
IMRF	\$ 2,467.22
2016 Bond-Debt Service Fund	<u>\$ 107,642.17</u>
	\$155,630.61 Total Bills

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

**ROLL CALL VOTE:**

Roberta Troeger, aye      Clinton Harris, aye      Dan Hoyt, aye      Shaun Legge, aye  
Bill Clemons, aye      Diane Scents, aye      Todd Latham, aye  
7 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 the ice rink is currently open but did have to undergo some repairs to the ice.

The Light up Sandwich event winners have received their trophies.

DeKalb County Regional Office of Education has contacted the Park District to place a toddler garden in one of our parks.

Reviewed the number of community service workers and the total of combined hours completed for this past year.

**COMMITTEE REPORTS:**

RECREATION: None

**BUILDINGS & GROUNDS:** Committee Chair, Roberta Troeger reported that a meeting was held on January 7 and discussed the following: Milestone parking lot, shed at Memorial Park, Westfield Park improvements, garbage cans and equipment replacement, all of which are on the agenda to be discussed further.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Committee Chair, Dan Hoyt would like to set up a meeting for the personnel committee to meet prior to the next board meeting. A personnel committee meeting was set for Thursday, February 4, 2021 at 5:30 pm.

**UNFINISHED BUSINESS:**

Milestone Bid Update: Interim Director, Bill Novicki has met with Upland Design to discuss the Milestone Parking Lot Project. A proposal and scope of their services were presented for review. A second proposal and scope of services are recommended for the board to make an informed decision. Discussion as to whether a proposal for services for the parking lot had already been approved.

SBA Shed Update: Interim Director, Bill Novicki read a correspondence email from SBA representative Stephanie regarding the park district board's response to the placement of the shed. No action taken as we are waiting to hear back from SBA.

Equipment Replacement: Reviewed three proposals for a Chevrolet Silverado 3500 dump truck with pricing based on the state bid process. A motion was made by Roberta Troeger and seconded by Todd Latham to waive the usual bid process to purchase a Chevrolet Silverado 3500 Dump Truck as the agenda did not state the specific equipment details.

**ROLL CALL VOTE:**

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

A motion was made by Roberta Troeger and seconded by Shaun Legge to purchase a 2020 Chevrolet Silverado 3500HD Dump Truck 4X4 Regular Cab with Plow, Corner Strobes and Amber Light Bar from Advantage Chevrolet in Hodgkins, Illinois at a cost not to exceed \$50,500.00 including the trade in of the 1999 Ford F-550 truck, payable from the 2020 Bond Funds.

**ROLL CALL VOTE:**

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

Trash Can Replacement: Interim Director, Bill Novicki presented a printout of our current inventory of garbage cans and the proposed replacement options.

A motion was made by Roberta Troeger and seconded by Clinton Harris to purchase 10 garbage cans at a cost not to exceed \$1,500.00, payable from the 2016 Bond Funds in the preferred color of green.

**ROLL CALL VOTE:**

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

Dylan Franciscy left the meeting at 8:00 p.m.

**NEW BUSINESS:**

2016 Bond Debt Fund Balance Remaining: The 2016 Bond has been paid in full leaving a remaining balance in the Bond Debt Fund of \$1,201.54.

A motion was made by Clinton Harris and seconded by Shaun Legge to transfer the remaining balance of \$1,201.54 from the 2016 Bond Debt Fund to the Paving & Lighting Fund.

**ROLL CALL VOTE:**

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

Freedom Days: Discussed the dates for the 2021 Freedom Days events. Confirmed the dates of July 3 & 4 for the 2021 Freedom Days events with the fireworks being held on July 3rd and a rain date of July 4<sup>th</sup>

Westfield Property Development: Discussed future capital improvements to the Westfield Property such as adding trees, themed shelter, or playset. Building and Grounds Committee would like to keep area somewhat open but agrees there is a need to add trees. Additional discussion will be held at the Building and Grounds Committee meeting then brought to board for approval to add to capital plan.

Board Retreat: President, Diane Scents discussed setting a date for the Board Retreat. A list will be sent to all members to give input on the top 5 items they would like to discuss at the board retreat. A board retreat date was set for Saturday, April 17, 2021 at 8:30 a.m.

A motion was made by Dan Hoyt and seconded by Todd Latham at 8:21 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. Interim Director, Bill Novicki was asked to leave the room.

**ROLL CALL VOTE:**

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

A motion was made by Roberta Troeger and seconded by Todd Latham to exit executive session and return to regular session at 9:07 p.m.

**ROLL CALL VOTE:**

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

A motion was made by Todd Latham and seconded by Clinton Harris to remove the Interim Director title from William Novicki and replace with the title of Executive Director of the Sandwich Park District with an additional 5% increase in salary effective with the next payroll date.

ROLL CALL VOTE:

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

A motion was made by Todd Latham and seconded by Roberta Troeger to increase the base salary of Recreation Manager, Garland King by \$2,000.00 with an additional one-time payment of \$200.00 effective with the next payroll date.

ROLL CALL VOTE:

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

Interim Director, Bill Novicki returned to meeting at 9:11 p.m. President, Diane Scents notified Bill Novicki that the board has been pleased with his performance and has approved a change in title to that of Executive Director.

There being no further business, a motion was made by Todd Latham and seconded by Dan Hoyt to adjourn the meeting at 9:12 p.m.

ROLL CALL VOTE:

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

The next regular board meeting will be held on February 10, 2021 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary