

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, February 10, 2021 at 6:30 p.m.

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

**PLEDGE OF ALLEGANCE**

**MINUTES:** Copies of the Board Minutes from the January 13, 2021 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 January 13, 2021 meeting as presented.

**ROLL CALL VOTE:**

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

MOTION CARRIED

**CORRESPONDENCE:** Executive Director, Bill Novicki stated he received a phone call from a resident thanking us for keeping our sidewalks cleaned. This information was relayed to our maintenance staff.

**PUBLIC COMMENT:** None

**TREASURER REPORT:** The following ending cash balances for January 31, 2021 were presented.

Corporate	\$ 59,547.86
Recreation	\$ 38,558.38
Paving & Lighting	\$ 8,730.00
Audit	\$ 5,153.17
Liability Insurance	\$ 34,581.80
Social Security	\$ 23,690.24
Unemployment/Workman’s Comp	\$ 50,201.80
IMRF	\$ 29,549.87
Special Recreation Fund	\$ 82,967.55
2016 Bond (funds in checking)	\$ 21.60
2020 Bond (funds in checking)	<u>\$ .29</u>
	\$333,002.56

**2016 Bond (Capital Projects) in Money Market**                      \$ 3,758.99  
**2020 Bond (Capital Projects) in Money Market**                      \$ 632,892.02

Funds from the 2016 Bond Debt Fund have been transferred to Paving and Lighting Fund.

A motion was made by Shaun Legge and seconded by Bill Clemons to accept the Treasurer’s Report as presented subject to audit.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

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

Corporate	\$ 8,567.94
Recreation	\$ 3,424.33
Social Security	\$ 1,464.33
IMRF	\$ 2,230.97
2016 Bond-Debt Service Fund	\$ 1,201.54
2016 Bond-Debt Service Fund	<u>\$ 50,000.00</u>
	\$ 66,889.11 Total Bills

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

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**DIRECTOR’S REPORT:** A copy of the Director’s report was made available to all Board Members. Executive Director, Bill Novicki added that the Daddy Daughter dance will be taking place this Friday with reduced capacity. He was able to secure sponsors for the event to offset the cost.

Currently in communications with Comcast in an attempt to consolidate our phone, tv and internet services.

Maintenance department continues to repair and repaint all park signs; IVVC has new sign making equipment and they have offered to help make our signs.

Discussion regarding the ice rink, which has been open but has not been shoveled regularly. Board members voiced concerns as to why the maintenance staff was not able to keep up with the shoveling of the ice rink and what would be a reasonable estimate of time needed to complete the duties to maintain the ice rink. Executive Director, Bill Novicki stated that the ice rink is also maintained by the community and the current winter hours for the maintenance staff does not allow for them to continue the regular upkeep on the ice rink and as such they would either need to increase the part time staff hours necessary to complete the duties of the ice rink on a regular basis or certain maintenance upkeep/repair may not get completed as planned, that are typically completed in the winter months. Board members would like to have the Park Foreman prepare a list of all job duties completed during the winter months by the maintenance department and forwarded to them for review. This list will also be used in preparing the budget to increase areas that may be needed for additional maintenance hours.

**COMMITTEE REPORTS:**

RECREATION: The February Recreation Committee meeting was cancelled.

BUILDINGS & GROUNDS: None

FINANCE: Committee Chair, Shaun Legge reported that a meeting was held prior to the board meeting to review the 9-month 2020/2021 budget. Overall budget looks better than previous years, however, revenue is down due to the pandemic and staff will continue to monitor expenses.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: The Personnel Committee meeting scheduled in February was cancelled and will need to be rescheduled.

**UNFINISHED BUSINESS:**

Milestone Parking Lot Project Engineering Agreement: Executive Director, Bill Novicki presented the board with proposals for professional services prepared by Upland Design and Tebrugee Engineering along with a comparison of services offered. The board would like to continue to have site inspections completed by the engineer and felt this would be a good project for the Executive Director to learn the overall process.

A motion was made by Clinton Harris and seconded by Shaun Legge to approve the agreement for engineering services by Tebrugge Engineering of Sandwich, IL for the Milestone Parking Lot Project not to exceed \$18,000.00, including additional site inspections, payable from the 2020 Bond Funds and to authorize Executive Director, Bill Novicki to move forward with the project.

**ROLL CALL VOTE:**

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

MOTION CARRIED

SBA Shed Update: There has been no correspondence from Sandwich Baseball Association regarding the discussion of the shed. Additional information will be presented once received.

Board Retreat Items: President, Diane Scents reminded all board members to submit their top 5 board retreat topic items by Friday, February 19 in order to prepare a proposed agenda that will be presented at the March board meeting for review.

**NEW BUSINESS:**

IAPD/IPRA Conference Update: The IAPD/IPRA Conference was held virtually this year and Executive Director, Bill Novicki attended; overall, the sessions were good and informative, and he was able to obtain CEU credits towards his certification. Discussed the possibility of being involved in future forum events held at the conference to share information and knowledge of smaller park districts.

Toddler Garden: Executive Director, Bill Novicki has been in discussions with the DeKalb County ROE, as they would like to install a toddler garden at one of our parks. The toddler garden will be an excellent opportunity for our preschool children to be together in nature and is designed to provide a constructive space for families with young children to engage in ways that promote optimal brain development while having fun and spending time outdoors. The project will be funded through sponsors and will be maintained by master gardeners. The garden would need to be ADA accessible

with an asphalt path and would need to be near a water source. More information will be needed to verify what costs would be covered before a location could be determined.

Discussed an ADA study that was done in the past and President, Diane Scents would like Executive Director, Bill Novicki to review the study and itemize which projects have already been completed.

State ADA Grant Update: Executive Director, Bill Novicki has been in contact with State Representative, Tom Demmer's office regarding the State grant that was approved in 2019. Documentation has now been forwarded to the director to be completed for the funding which is project specific. Board members would like to have a spreadsheet with all capital projects currently discussed sent to them to itemize and determine the specific project for the funding.

Upland Design 2019 ADA Project Finalization: A final invoice was received by Upland Design for the 2019 ADA Building work at the David A. Francis Center which will be paid from the 2016 Bond Fund.

2021 Pizzo Contract: A proposal was received by Pizzo & Associates for stewardship services at Harvey Creek Park. This year is not a controlled burn year and the contract remains the same as previous years. Commissioner, Bill Clemons noted that the cost for their services has remained consistent over the years and has not gone up, which has been very appreciated, but at some point, the cost of the services may increase.

A motion was made by Dan Hoyt and seconded by Todd Latham to approve the 2021 Harvey Creek Stewardship Proposal by Pizzo & Associates, Leland, IL. in the amount of \$6,050.00 with the terms 01/11/2021 through 12/31/2021 payable from the 2020 Bond Fund.

ROLL CALL VOTE:

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

Board members would like to see more itemized detail for item #5 on the agreement.

Veteran's Park Street Light: Executive Director, Bill Novicki received a call from the City of Sandwich stating that the street light that is located in front of Veteran's Park is currently not working. The City would like to run an overhead line to the electric box located on the gazebo at Veteran's Park, temporarily until the electrical wires are repaired. This is the only light on the North side of the street and would remain off if unable to connect to our electric box. Executive Director, Bill Novicki will confirm with the City the anticipated cost to the district for the additional electrical usage.

Board members agreed by a roll call vote to allow the City of Sandwich to move forward with using the electrical box at Veteran's Park for the street light with the provision that the electric wire not cause esthetic harm to the park and if any damage the City would be responsible to replace or repair.

ROLL CALL VOTE:

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

A motion was made by Todd Latham and seconded by Dan Hoyt at 7:57 p.m. to suspend the regular order of business and enter into Executive Session 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:

Clinton Harris, aye      Diane Scents, aye      Dan Hoyt, aye      Shaun Legge, aye  
Bill Clemons, aye      Todd Latham, 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 8:14 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

After review of Executive Session Board minutes, a motion was made by Todd Latham and seconded by Clinton Harris to release the following minutes:

September 11, 2019 (B)  
November 8, 2019  
March 9, 2020  
July 8, 2020 (A)  
July 8, 2020 (B)  
August 12, 2020  
December 9, 2020  
January 13, 2021

ROLL CALL VOTE:

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

MOTION CARRIED

There being no further business, a motion was made by Todd Latham and seconded by Shaun Legge to adjourn the meeting at 8:16 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

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

Diane Scents, President

Angela Seville, Secretary