

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, March 10, 2021 at 6:33 p.m.

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

**PLEDGE OF ALLEGIANCE**

**MINUTES:** Copies of the Board Minutes from the February 10, 2021 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 February 10, 2021 meeting as presented.

**ROLL CALL VOTE:**

Diane Scents, aye      Roberta Troeger, abstain      Clinton Harris, aye      Todd Latham, aye  
Dan Hoyt, aye      Bill Clemons, aye  
5 ayes, 0 nays, 1 abstain

MOTION CARRIED

**CORRESPONDENCE:** Executive Director, Bill Novicki presented a thank you card received by Diane Scents.

**PUBLIC COMMENT:** None

**TREASURER REPORT:** The following ending cash balances for February 28, 2021 were presented.

Corporate	\$ 47,899.65
Recreation	\$ 32,494.80
Paving & Lighting	\$ 8,730.35
Audit	\$ 5,153.38
Liability Insurance	\$ 34,583.19
Social Security	\$ 22,230.68
Unemployment/Workman’s Comp	\$ 50,203.82
IMRF	\$ 27,325.90
Special Recreation Fund	\$ 82,970.88
2016 Bond (funds in checking)	\$ 22.08
2020 Bond (funds in checking)	\$ .29
	<u>\$311,615.02</u>

<b>2016 Bond (Capital Projects) in Money Market</b>	\$ 615.14
<b>2020 Bond (Capital Projects) in Money Market</b>	\$ 632,916.60

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

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

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

Corporate	\$ 5,602.71
Recreation	\$ 7,318.35
Social Security	\$ 1,460.45
IMRF	\$ 2,225.05
2016 Bond-Capital Proj. Fund	<u>\$ 3,165.52</u>
	\$ 19,772.08 Total Bills

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

**ROLL CALL VOTE:**

Clinton Harris, aye      Todd Latham, aye      Dan Hoyt, aye      Bill Clemons, aye  
Diane Scents, 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. Executive Director, Bill Novicki provided an update regarding the Veteran’s Park Street Lighting; the estimated cost per month would be \$3.85, however at this time the City of Sandwich is looking at a possible solar option.

We are currently reviewing the Port-A-Potty agreement and obtaining quotes from other providers; all quotes for the port-a-potty service will be brought to the board at the April meeting for final approval. The summer program guide was delayed due to programming details not submitted timely nor reviewed for accuracy, Executive Director, Bill Novicki mentioned he would be glad to discuss this issue further if needed.

We have consolidated our phone and internet into one agreement and will see a savings each month. Park maintenance staff have been preparing the parks for re-opening and have been inspecting each park for any repairs needed

**COMMITTEE REPORTS:**

RECREATION: None

**BUILDINGS & GROUNDS:** Committee Chair, Roberta Troeger reported that a meeting was held in March and discussed the SBA shed, equipment replacement Milestone parking lot, ADA projects and the Toddler Garden, most of which are currently on the agenda.

**FINANCE:** Will be meeting to review the budget for the next fiscal year.

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

PERSONNEL: None

**UNFINISHED BUSINESS:**

Milestone Parking Lot Project Engineering Agreement: Executive Director, Bill Novicki spoke with Tebbruge Engineering regarding the next steps for the Milestone Parking Lot which will consist of a survey and plans.

SBA Shed Update: Executive Director, Bill Novicki mentioned he received correspondence from Stephanie, SBA president and they are looking forward to the 2021 season with over 100 participants registered and will begin practices in April. SBA will be submitting their capital plan for review. Executive Director, Bill Novicki will be meeting with Stephanie to survey the shed location at Memorial Park.

Board Retreat Items/Agenda: President, Diane Scents has prepared a list of items to be discussed for the April 17 board retreat meeting and the list will be sent to all board members.

State ADA Grant Update: Executive Director, Bill Novicki has been completing the preliminary paperwork for the State ADA Grant; a project will still need to be decided. The State will need to know if we would like the funding through a line of credit or a reimbursement process. Will need to know who the line of credit will be through and what fees are involved and what would the submission process/timeline be for reimbursement before a decision can be made.

Toddler Garden: Executive Director, Bill Novicki provided an update regarding the Toddler Garden that DeKalb County ROE would like to install at one of our parks. DeKalb County ROE would like to see the garden placed in Knights Park. We do have a plan for an ADA path at Knights Park and a map was provided to board members. Discussion regarding placement of Toddler Garden and proposed areas of the ADA path. Need to determine the timeline proposed by DeKalb County ROE as they would like to start advertising the future site of the Toddler Garden and when the ADA path would need to be completed. Need to verify with the City of Sandwich any plans for future drainage and sidewalks before a final decision can be made for proper placement of the ADA path at Knights Park. Will discuss in more detail in April and at the Board Retreat if needed. No decision was made for final placement of the Toddler Garden.

**NEW BUSINESS:**

ADA Project Prioritization: Executive Director, Bill Novicki presented an ADA Project Priority list to all board members along with maps showing location of projects.

A motion was made by Roberta Troeger and seconded by Bill Clemons to approve the list of ADA projects presented, to have a proposal and scope of services engineered with specs to submit for bidding with each project separated.

**ROLL CALL VOTE:**

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

MOTION CARRIED

Freedom Days: Discussion regarding a Grand Marshall for the Freedom Days parade. Tabled until the April meeting.

Family Discount Program: A family discount is currently offered to families that have 3 or more children registered in the same sport/league. Discussed history and current use of discount program. It was determined to keep the Family Discount Program as is and monitor use to determine if becomes detrimental to the program.

A motion was made by Roberta Troeger and seconded by Diane Scents at 8:25 p.m. to suspend the regular order of business and enter into Executive Session 5 ILCS 120/2 2.(c)(2) for the collective negotiating matters between the public body and its employee or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Clinton Harris and seconded by Roberta Troeger to exit executive session and return to regular session at 8:30 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

Additional Items Discussed:

Discussed resolution regarding a misunderstanding with Sandwich Girls Softball group. The Sandwich Park District offers softball programs in which Sandwich Girls Softball members volunteer their time to make sure the programs run efficiently. Sandwich Girls Softball has formed their own board which has regular meetings and produces minutes from those meetings, they also have their own set of Bylaws, in which only incorporated organizations should have. Concern was expressed regarding the hierarchy of the organization and processes that should be followed. The Sandwich Park District is a governmental body that has certain policies and procedures that need to be followed and all representatives of the park district need to follow those procedures as well. Executive Director, William Novicki suggested that it would be best to review the policies and procedures with Sandwich Girls Softball volunteers to make sure they are aware of them. President, Diane Scents will reach out to their representative to have that conversation.

There being no further business, a motion was made by Todd Latham and seconded by Dan Hoyt to adjourn the meeting at 9:04 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

The next regular board meeting will be held on April 14, 2021 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary