

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 14, 2021 at 6:30 p.m.

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

**PLEDGE OF ALLEGIANCE**

**MINUTES:** Copies of the Board Minutes from the March 10, 2021 meeting were made available to all the Board Members. A motion was made by Todd Latham and seconded by Roberta Troeger to accept the minutes of the March 10, 2021 meeting as presented.

**ROLL CALL VOTE:**

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

MOTION CARRIED

**CORRESPONDENCE:** Executive Director, Bill Novicki presented a flyer from KSRA for their golf outing on Friday, May 21 and he suggested to put a team together to attend the outing.

**PUBLIC COMMENT:** None

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

Corporate	\$ 30,658.57
Recreation	\$ 34,309.02
Paving & Lighting	\$ 8,730.75
Audit	\$ 5,153.61
Liability Insurance	\$ 34,584.76
Social Security	\$ 21,054.05
Unemployment/Workman’s Comp	\$ 51,235.29
IMRF	\$ 25,040.61
Special Recreation Fund	\$ 78,418.24
2016 Bond (funds in checking)	\$ 22.08
2020 Bond (funds in checking)	\$ .29
	<u>\$288,875.29</u>

<b>2016 Bond (Capital Projects) in Money Market</b>	\$ 593.09
<b>2020 Bond (Capital Projects) in Money Market</b>	\$ 632,818.18

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



LAW AND ORDER/SAFETY: None

PERSONNEL: Did not meet, but a meeting will need to be held before the May board meeting. A Personnel Committee meeting was set for Wednesday, May 5<sup>th</sup> at 6:30 p.m.

**UNFINISHED BUSINESS:**

Milestone Parking Lot Project: Executive Director, Bill Novicki reported that Tebbruge Engineering is currently working on the topographical survey. Tebbruge Engineering had a question regarding the installation of the parking lot lights and if we could tie into the existing transformer; Executive Director, Bill Novicki reported that the Park District owns the transformer and pole currently there. Board members suggested to verify the list of items and property owned by the park district and update if necessary.

SBA Shed Update: Executive Director, Bill Novicki met with the SBA representative regarding the location of the new shed as they would now like to have the old shed removed and the new shed placed in same location. SBA had a concern as to where they could place the items currently in the shed until the new shed is placed; Executive Director, Bill Novicki stated that the items in the shed can be stored in the Park District maintenance shed until that time. SBA would also be responsible for the removal of old shed and having it hauled away. SBA will also need to ensure that the electrical will be done correctly, responsibly and done safely. The new shed will be a prefab shed and have a gravel base. Executive Director, Bill Novicki will contact our insurance company to verify if there will be any liability concerns with the removal of the old shed.

Board Retreat Items/Agenda: A copy of the Board Retreat agenda was provided in the packet. After review, one addition was added to the agenda.

ADA Project Update: Upland Design, Ltd. has provided a proposal and scope of work for the accessibility projects previously identified. The proposed scope of services for Ernest Park includes accessibility from parking lot to sidewalk and from sidewalk to playground. The proposed scope of services for Patriots Park includes accessibility to basketball courts, playground with sloped entry and sidewalk improvements. The proposed scope of services for Milestone Park would include accessibility to the lower portion of park with playground entrance and paving at the shelter. The estimated professional service fee for the proposals and scope of services for Patriots, Ernest and Milestone Parks would be \$9,880.00. A portion, (7%) of the State Grant may be used for engineering purposes as long as all of the projects are solely for ADA purposes.

A motion was made by Roberta Troeger and seconded by Shaun Legge to approve the professional service fees by Upland Design Ltd. to complete topographic surveys and landscape architectural services for Ernest Park, Patriots Park and Milestone Park for an amount not to exceed \$10,000.00 payable from the Special Recreation Fund.

**ROLL CALL VOTE:**

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

Toddler Garden Proposal: A proposal was presented for the 2021 Toddler Garden at Knights Park by Basics DeKalb County outlining the design and location of the Toddler Garden along with potential

educational activities and maintenance requirements. The Sandwich Park District would be responsible to stay in contact with the Children's Garden Coordinator, filling the water tank, mowing and edging. A final decision for proper placement of the ADA path will be determined once we have more details from the City regarding any future drainage improvements. Discussed concerns with wording of a couple items on the proposal and will need clarification as to what is intended. Board members suggested that local woodworkers from Sandwich and IVVC be included in the creation and development of the garden to continue our partnership with the community.

A motion was made by Roberta Troeger and seconded by Clinton Harris to approve the location of the Proposed Toddler Garden by Basics DeKalb County to be at Knights Park in the Northwest corner of the park.

**ROLL CALL VOTE:**

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

Freedom Days: Discussion regarding a Grand Marshal for the Sandwich Park District Freedom Days parade; a suggestion was made to include essential Healthcare workers. Executive Director, Bill Novicki will reach out to area organizations to discuss if they would have an employee they would recommend to represent healthcare workers for the parade. Board members also suggested to poll the community for future grand marshal ideas.

**NEW BUSINESS:**

2021 Freedom Days Fireworks Agreement: A motion was made by Bill Clemons and seconded by Todd Latham to approve the agreement with RKM Fireworks Company in the amount of \$9,000.00 to provide the fireworks display at the Sandwich Fair Grounds on July 3, 2021 with a rain date of July 10, 2021.

**ROLL CALL VOTE:**

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

2021 Port-A-Potty Agreement: Executive Director, Bill Novicki presented quotes from three companies for the 2021 Port-A-Potty services.

A motion was made by Dan Hoyt and seconded by Todd Latham to approve the Port-A-Potty standard service agreement for 2021 to Lakeshore Recycling Systems in the amount of \$6,930.00.

**ROLL CALL VOTE:**

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

Draft Budget: The FY2021/2022 draft budget was presented. The next step for the budget process will be for the personnel committee to meet and give their recommendations to the finance committee before a tentative budget can be prepared. At which time, the budget will then be on display for public viewing for 30 days prior to the public hearing.

Seasonal Maintenance Staff: Discussed seasonal maintenance staff salary range. The minimum wage has increased and seasonal staff will be compensated at the minimum wage rate until the personnel committee can meet and give their recommendations to the board for approval.

Sandwich Baseball Association Capital Improvement Recommendations: A copy of the Sandwich Baseball Association proposed Capital Improvements for the 2021 season was presented to the board. The proposed improvements include new bases and base anchors for 6 fields at an estimated cost of \$3,600.00 and ball mix for fields at a minimum cost of \$1,000.00. Discussed the bleachers at Memorial Park and it was suggested to add bleacher replacement to our Capital Plan. A Sandwich Baseball Association member will be obtaining their pesticide license; they will need to provide documentation of their license and bonding and complete a Sandwich Park District Volunteer form before performing any spraying.

A motion was made by Clinton Harris and seconded by Shaun Legge to approve the Sandwich Baseball Association proposed 2021 Capital Improvements of new bases and base anchors for 6 fields in the estimated amount of \$3,600.00 and ball mix for fields in an estimated amount of \$1,000.00.

ROLL CALL VOTE:

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

Sandwich Baseball Association Fundraiser: The Sandwich Baseball Association will be hosting their opening games on Saturday, May 1<sup>st</sup> and have proposed to include a beer garden, that would be contracted out, in their events for that day. Board members concluded that the Sandwich Baseball Association will not be allowed to host a beer garden due to increased risk and liability.

A motion was made by Todd Latham and seconded by Shaun Legge at 8:07 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. Executive Director, Bill Novicki was asked to leave the room.

ROLL CALL VOTE:

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

A motion was made by Todd Latham and seconded by Clinton Harris to exit executive session and return to regular session at 8:21 p.m.

ROLL CALL VOTE:

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

Commissioner, Bill Clemons stated that he is aware that his term was expiring and has no desire to discontinue his commissioner seat, but was not comfortable soliciting signatures for the petition for nomination for candidate in the 2021 April election. He would like to attend the May meeting for the possibility to be appointed to the now vacant seat.

There being no further business, a motion was made by Todd Latham and seconded by Dan Hoyt to adjourn the meeting at 8:24 p.m.

**ROLL CALL VOTE:**

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

The next regular board meeting will be held on May 12, 2021 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary