

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 12, 2021 at 6:30 p.m.

PRESENT: Board Members: Diane Scents, Todd Latham, Shaun Legge, Dan Hoyt and Roberta Troeger

Board Members present via Zoom: Clinton Harris

Staff present: Executive Director, Bill Novicki and Angela Seville

PLEDGE OF ALLEGIANCE

RESULTS OF APRIL ELECTION: Secretary, Angela Seville read the results of the April 6, 2021 Consolidated Election as follows: The Sandwich Park District had three candidate offices for Park Commissioner with a 6-Year term listed on the ballot. On April 23, 2021 the abstract of votes was received proclaiming the following election results: Shaun Legge received a total of 647 votes and Clinton Harris received a total of 533 votes. With only two Park Commissioner 6-Year terms elected, the Sandwich Park District now has one 6-Year term for Park Commissioner available.

APPOINTMENT OF ELECTED OFFICERS: Shaun Legge and Clinton Harris, via zoom took the Oath of Office as elected Commissioners of the Sandwich Park District.

6 ayes, 0 nays

MOTION CARRIED

MINUTES: Copies of the Board Minutes from the April 14, 2021 and Board Retreat Minutes from April 17, 2021 were made available to all the Board Members. A motion was made by Todd Latham and seconded by Shaun Legge to accept the minutes of the April 14, 2021 and April 17, 2021 meetings as presented.

ROLL CALL VOTE:

Diane Scents, aye

Todd Latham, aye

Dan Hoyt, aye

Shaun Legge, aye

Roberta Troeger, aye

Clinton Harris, aye

6 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: Executive Director, Bill Novicki presented a certificate showing the Sandwich Park District was nominated as Business of the Year through the Sandwich Chamber of Commerce. Executive Director, Bill Novicki presented a thank you card received from the Civil War Encampment group.

A motion was made by Roberta Troeger and seconded by Dan Hoyt to suspend the regular order of business and move the Unfinished Business topic of Toddler Garden Proposal up to the Public Comment section as there are public present.

ROLL CALL VOTE:

Todd Latham, aye

Dan Hoyt, aye

Shaun Legge, aye

Roberta Troeger, aye

Clinton Harris, aye

Diane Scents, aye

6 ayes, 0 nays

MOTION CARRIED

PUBLIC COMMENT: Amanda Christensen, Jaye Morrison, Denise Curran and Cary Allen were present to provide an overview of the 2021 Toddler Garden Proposal at Knights Park provided by Basics DeKalb County.

Toddler Garden Proposal: A motion was made by Roberta Troeger and seconded by Todd Latham to approve the Knights Park Toddler Garden Agreement between the DeKalb County Regional Office of Education and DeKalb County Community Gardens for the installation of a Toddler Garden on District Property located at Knights Park.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Dan Hoyt and seconded by Todd Latham to return to the regular order of business.

ROLL CALL VOTE:

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

MOTION CARRIED

Commissioner, Todd Latham presented and read his letter of resignation.
President, Diane Scents presented Todd Latham with a gift of appreciation on behalf of the Park District staff and board of commissioners for his time and dedication to the Sandwich Park District.
Todd Latham left the meeting at 7:20 p.m.

TREASURER REPORT: The following ending cash balances for April 30, 2021 were presented.

Corporate	\$ 17,104.92
Recreation	\$ 25,784.67
Paving & Lighting	\$ 8,731.13
Audit	\$ 5,153.84
Liability Insurance	\$ 34,586.28
Social Security	\$ 19,562.35
Unemployment/Workman's Comp	\$ 51,237.55
IMRF	\$ 22,794.52
Special Recreation Fund	\$ 78,421.70
2016 Bond (funds in checking)	\$ 22.08
2020 Bond (funds in checking)	\$ 44.04
	<u>\$263,443.08</u>

2016 Bond (Capital Projects) in Money Market \$ 593.11
2020 Bond (Capital Projects) in Money Market \$ 632,044.17

A motion was made by Roberta Troeger and seconded by Dan Hoyt to accept the Treasurer's Report as presented subject to audit.

ROLL CALL VOTE:

Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye
5 ayes, 0 nays

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$ 10,630.58
Recreation	\$ 11,586.49
Social Security	\$ 1,492.56
IMRF	\$ 2,247.10
2020 Bond-Capital Proj. Fund	\$ <u>756.25</u>
	\$ 26,712.98 Total Bills

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

ROLL CALL VOTE:

Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye Roberta Troeger, aye
5 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 he will be interviewing potential candidates for the summer camp counselor positions, employees have completed the Summer Food Service Program required training, last week was teacher appreciation week and Mother Goose Director, Barb Olin received a bouquet of flowers on behalf of the Park District, this Friday he will be going to the radio station to promote upcoming programs, and Park Foreman, Tom Moulding has taken full charge of the maintenance department since Monday.

COMMITTEE REPORTS:

RECREATION: None

BUILDINGS & GROUNDS: Committee Chair, Roberta Troeger reported that a meeting was held in May and noted that some of the unfinished business items were discussed as well as discussion regarding the Softball field day.

FINANCE: Did not meet but Committee Chair, Shaun Legge reported that the 2021/2022 Proposed Budget has been updated and the Budget Date and Public Hearing for Truth in Taxation date will be held on July 14, 2021.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Committee Chair, Dan Hoyt reported that a meeting was held to discuss annual employee reviews and employee compensation.

UNFINISHED BUSINESS:

Milestone Parking Lot Project: Executive Director, Bill Novicki reported that Tebbroge Engineering continues to work on the topographical survey and a proposal should be received soon.

ADA Project Update: Executive Director, Bill Novicki reported that Upland Design is currently surveying the sites and preparing the detailed bid proposal.

NEW BUSINESS:

SGS Fundraiser Funds Allocation: Discussion regarding the SGS Fundraisers that have taken place over the last couple of years such as the 5B'S fundraiser and allocation of net profit funds. A policy will need to be prepared stating the protocols and appropriate procedures for usage of the net profit funds from fundraising outside of the program. An additional line item on the budget will be created for the fundraising revenue and expenses.

Roberta Troeger left the meeting at 8:00 p.m. and returned at 8:05 p.m.

If a fundraiser is held on Park District property then a representative will be on site and their time will also be included in the expense.

A motion was made by Shaun Legge and seconded by Roberta Troeger to allocate the net profit funds from the SGS fundraiser to the proper budgeted line item for the FY2021/2022 in the amount of \$1,987.05 from the May 2019 fundraiser and \$1,753.21 from the May 2020 fundraiser to be used within the Fiscal Year ending April 30, 2022.

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye Roberta Troeger, aye Clinton Harris, aye
5 ayes, 0 nays

MOTION CARRIED

Lightning Detection Maintenance Proposal: Executive Director, Bill Novicki has been in contact with Earth Networks regarding a maintenance package for the lightning detection system. The maintenance package would include site visits, inspections, IT support and labor/replacement up to a defined amount. The cost of the annual maintenance package would be \$1,200.00 for a three-year contract. Members would like to know the life expectancy of the lightning detection system. A formal proposed will be brought to the board next month.

Board Retreat Review: President, Diane Scents stated that the Board Retreat held on April 17, 2021 went well and the agenda items provided more in-depth discussion.

Executive Session: A motion was made by Roberta Troeger and seconded by Dan Hoyt at 8:29 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:

Dan Hoyt, aye Shaun Legge, aye Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye
5 ayes, 0 nays

MOTION CARRIED

A motion was made by Dan Hoyt and seconded by Shaun Legge to exit executive session and return to regular session at 9:06 p.m.

ROLL CALL VOTE:

Shaun Legge, aye Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye
5 ayes, 0 nays

MOTION CARRIED

Yearly Compensation: A motion was made by Shaun Legge and seconded by Roberta Troeger to approve the Fiscal Year 2021/2022 employee compensation as presented at the Personnel Committee meeting.

ROLL CALL VOTE:

Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye
5 ayes, 0 nays MOTION CARRIED

Staffing Plan: A motion was made by Roberta Troeger and seconded by Dan Hoyt to increase the hours of the Recreation Assistant to that of 30 hours per week.

ROLL CALL VOTE:

Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye Roberta Troeger, aye
5 ayes, 0 nays MOTION CARRIED

Executive Session: A motion was made by Shaun Legge and seconded by Dan Hoyt at 9:09 p.m. to enter into executive session under 5 ILCS 120/2(c) (3), for the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye Roberta Troeger, aye Clinton Harris, aye
5 ayes, 0 nays MOTION CARRIED

A motion was made by Roberta Troeger and seconded by Dan Hoyt to exit executive session and return to regular session at 9:21 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye Shaun Legge, aye Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye
5 ayes, 0 nays MOTION CARRIED

A motion was made by Shaun Legge and seconded by Roberta Troeger to appoint Bill Clemons as Park District Commissioner to the vacant six-year term at the June board meeting.

ROLL CALL VOTE:

Shaun Legge, aye Roberta Troeger, aye Clinton Harris, nay Diane Scents, aye Dan Hoyt, aye
4 ayes, 1 nays MOTION CARRIED

Appointment of Treasurer/Secretary to the Board of Commissioners: A motion was made by Shaun Legge and seconded by Roberta Troeger to appoint Angela Seville as the Board Secretary/Treasurer.

ROLL CALL VOTE:

Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye Shaun Legge, aye
5 ayes, 0 nays MOTION CARRIED

Reorganization of Officers: Reorganization of Officers took place.

Committee Assignments: Assignment of Committees took place.

Adopt a Park Assignments: Assignments for Adopt A Park took place.

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 9:34 p.m.

ROLL CALL VOTE:

Shaun Legge, aye Roberta Troeger, aye Clinton Harris, aye Diane Scents, aye Dan Hoyt, aye
5 ayes, 0 nays

MOTION CARRIED

The next regular board meeting will be held on June 9, 2021 at 6:30 pm.

Diane Scents, President

Angela Seville, Secretary