

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 15, 2021 at 6:34 p.m.

**PRESENT:** Board Members: Dan Hoyt, Diane Scents, Clinton Harris, Bill Clemons and Roberta Troeger

Board members present via Zoom: Shaun Legge

Staff present: Executive Director, Bill Novicki and Board Secretary/Treasurer, Angela Seville

### PLEDGE OF ALLEGIANCE

**MINUTES:** Copies of the Board Minutes from August 11, 2021 were made available to all the Board Members.

A motion was made by Clinton Harris and seconded by Diane Scents to accept the minutes of the August 11, 2021 Board meeting as corrected.

### ROLL CALL VOTE:

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

MOTION CARRIED

Copies of the Special Meeting Minutes from August 16, 2021 were made available to all the Board Members.

A motion was made by Diane Scents and seconded by Clinton Harris to accept the minutes of the August 16, 2021 Special meeting as presented.

### ROLL CALL VOTE:

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

MOTION CARRIED

**CORRESPONDENCE:** Executive Director, Bill Novicki mentioned that he had met with an individual that was interested in learning more about the Dog Park and requested additional information. Discussed creating a policy for donations that would also include naming rights.

**PUBLIC COMMENT:** None

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

Corporate	\$ 75,394.44
Recreation	\$ 87,119.00
Paving & Lighting	\$ 13,567.58
Audit	\$ 3,894.21
Liability Insurance	\$ 43,717.82
Social Security	\$ 20,351.62
Unemployment/Workman's Comp	\$ 51,617.42
IMRF	\$ 27,563.57
Special Recreation Fund	\$ 93,840.97

2020 Bond (funds in checking)	\$ 47.32
2020 Bond Debt Service Fund	<u>\$ 64,199.91</u>
	\$481,313.86

**2020 Bond (Capital Projects) in Money Market** \$ 618,160.10

A motion was made by Diane Scents and seconded by Bill Clemons to accept the Treasurer's Report as presented subject to audit.

**ROLL CALL VOTE:**

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

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

Corporate	\$ 10,713.59
Recreation	\$ 14,698.10
Audit Fund	\$ 5,250.00
Social Security	\$ 1,585.58
IMRF	\$ 1,842.51
Special Recreation Fund	\$ 726.26
2020 Bond-Capital Proj. Fund	<u>\$ 5,574.49</u>
	\$ 40,390.53 Total Bills

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

**ROLL CALL VOTE:**

Bill Clemons, aye	Roberta Troeger, aye	Shaun Legge, aye	Dan Hoyt, aye
Diane Scents, aye	Clinton Harris, 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 noted registration for the Donut Dash is low, staff participated in community outreach during the Sandwich Fair, the Toddler Garden is set to break ground next week, the Milestone Parking lot project has begun and the new Park Foreman, Carter Piercy has adopted well to his role.

**COMMITTEE REPORTS:**

RECREATION: None

**BUILDINGS & GROUNDS:** President, Dan Hoyt reported that the Committee met on Thursday, September 2, 2021 at 6:00 p.m. which the committee then toured the following parks; Milestone Park, Patriots Park and Henderson Park. It was noted that Henderson Park will need some attention and any improvements should be added to our Capital Plan, including possible fencing.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Committee Chair, Dan Hoyt noted that a meeting will need to be scheduled for the personnel committee. A meeting was scheduled for Monday, August 27, 2021 at 6:00 p.m.

**UNFINISHED BUSINESS:**

Milestone Parking Lot Project: Executive Director, Bill Novicki noted Geneva Construction will begin working on the parking lot this Thursday with grading, and Friday with a sublayer. Monday the asphalt will be placed. The culvert was widened and the electrical work will begin sometime next week. Discussed posting updates on Facebook and holding a ribbon cutting once completed. No speed bumps will be placed at this time.

ADA Project Update: Executive Director, Bill Novicki reported that the ADA improvements have been completed at Ernest Memorial Park and provided pictures of the completion. Work has begun at Patriots Park and Milestone Park will begin in Mid-October.

**NEW BUSINESS:**

Sealcoating Quotes: Three quotes were presented for sealcoating of the parking lots at the David A. Francis Center and Maintenance Shop.

A motion was made by Diane Scents and seconded by Roberta Troeger to award the sealcoating of the parking lots at the David A. Francis Center and Maintenance Shop to Brown Sealcoating and Construction, Yorkville, IL in the amount of \$4,160.00, payable from the Paving and Lighting Fund.

**ROLL CALL VOTE:**

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

MOTION CARRIED

Girls Softball Update: Executive Director, Bill Novicki reported that the separation from the Softball Tournament team was a positive experience for both, as everyone was in agreement of the separation. The group will continue and as of now are not wishing to rent the softball fields. Discussed continuing the Summer Slam event as we are a host of the event; will need to contact USSSA to update and verify. Will continue discussions at the recreation committee meeting regarding the Summer Slam event. The board expressed that we need to continue to have conversations with the town representatives during the fall softball season and that we should also contact the town representatives from the spring season for additional feedback.

SBA: The shed installation at Memorial Park has been completed by the Sandwich Baseball Association, electrical work will be done at a later date.

Executive Session: A motion was made by Diane Scents and seconded by Clinton Harris at 7:23 p.m. to suspend the regular order of business and enter into Executive Session 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:

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

A motion was made by Diane Scents and seconded by Bill Clemons to exit executive session and return to regular session at 7:51 p.m.

ROLL CALL VOTE:

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

Staffing Plan: A motion was made by Clinton Harris and seconded by Diane Scents to sever the relationship with the current Recreation Manager pending a review by our attorney effective September 15, 2021 and to offer a severance of \$5,000.00.

ROLL CALL VOTE:

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

Notification will be pending the attorney recommendation and any future contact will need to be recorded and documented with no phone calls recommended.

Maintenance II Job Description Update: Discussed the hours currently assigned to the Maintenance II position of 36 hours during the summer months and 20 hours during the winter months. With the additional duties of snow plowing, Executive Director, Bill Novicki recommends to increase the winter hours of this position to compensate the increased duties.

A motion was made by Diane Scents and seconded by Clinton Harris to change the Maintenance II position to be Full-Time working 36 hours a week year-round.

ROLL CALL VOTE:

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

Commissioner, Clinton Harris mentioned that the use of the gazebo at Veteran's Park will not be needed on September 25<sup>th</sup> as requested, instead the benefit will be held on October 9<sup>th</sup> at the Sandwich Moose Lodge.

Executive Director, Bill Novicki noted that Edgebrook Golf Course is hosting a Swinging for Sandwich Charity Event this Saturday, September 18<sup>th</sup> and he will be in attendance representing the Sandwich Park Foundation.

There being no further business, a motion was made by Diane Scents and seconded by Roberta Troeger to adjourn the meeting at 8:11 p.m.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

The next regular board meeting will be held on October 13, 2021 at 6:30 pm.

Dan Hoyt, President

Angela Seville, Secretary