

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 13, 2021 at 6:32 p.m.

PRESENT: Board Members: Dan Hoyt, Roberta Troeger, Diane Scents and Bill Clemons
Board members present via Zoom: Shaun Legge and Clinton Harris
Staff present: Executive Director, Bill Novicki and Board Secretary/Treasurer, Angela Seville
Public Present: Sandwich Mayor, Todd Latham

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board Minutes from September 15, 2021 were made available to all the Board Members.

A motion was made by Diane Scents and seconded by Roberta Troeger to accept the minutes of the September 15, 2021 Board meeting as presented.

ROLL CALL VOTE:

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

MOTION CARRIED

Copies of the Special Meeting Minutes from September 27, 2021 were made available to all the Board Members.

A motion was made by Diane Scents and seconded by Roberta Troeger to accept the minutes of the September 27, 2021 Special meeting as presented.

ROLL CALL VOTE:

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

MOTION CARRIED

CORRESPONDENCE: Executive Director, Bill Novicki mentioned that he had received a Thank You card from the Andrini family for flowers sent, a Thank You card from the Sandwich Chamber in support of their golf outing and a request from a Pickleball Group to line our tennis courts for pickleball and to add nets; their request to add tape to the tennis courts had been denied.

PUBLIC COMMENT: Board members showed their support to Commissioner, Clinton Harris and his family as board members wore their “Ava Strong” shirts. Commissioner, Clinton Harris expressed appreciation to all members for their support and thanked those who attended the fundraiser event.

A motion was made by Bill Clemons and seconded by Roberta Troeger to suspend the regular order of business to hear comments by Sandwich Mayor, Todd Latham.

ROLL CALL VOTE:

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

MOTION CARRIED

Sandwich Mayor, Todd Latham reported that the City of Sandwich is reviewing the Land Cash Ordinance as requested per a letter received by the Park District. The Park District is currently not on the list and would be ineligible for areas already developed but the City is currently reviewing the calculations and ordinance.

Mayor Latham also thanked the district for their support in partnering in the city-wide plan for bike and walking paths. The City has pursued grants for safe school routes and is currently working on adding signage.

Mayor Latham also discussed the possibility of having shared services and developing an intergovernmental agreement for reimbursement for such services to the district.

A motion was made by Bill Clemons and seconded by Roberta Troeger to return to the regular order of business.

ROLL CALL VOTE:

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

MOTION CARRIED

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

Corporate	\$142,057.79
Recreation	\$151,340.67
Paving & Lighting	\$ 16,695.77
Audit	\$ 6,475.26
Liability Insurance	\$ 49,622.93
Social Security	\$ 24,291.93
Unemployment/Workman's Comp	\$ 51,952.71
IMRF	\$ 34,678.03
Special Recreation Fund	\$100,704.82
2020 Bond (funds in checking)	\$ 57.39
2020 Bond Debt Service Fund	<u>\$112,658.60</u>
	\$690,535.90

2020 Bond (Capital Projects) in Money Market \$ 617,188.18

Board Secretary/Treasurer, Angela Seville reported that the PPRT payments have increased 14% over FY2021, as such the budgeted line for PPRT will be understated, she has also obtained estimated EAV reports from both counties and has begun preparations for the Tax Levy.

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:

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

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$	8,456.30
Recreation	\$	8,147.42
Social Security	\$	1,595.75
Unemployment/Workmans Comp	\$	404.65
IMRF	\$	2,107.80
Special Recreation Fund	\$	18,559.67
2020 Bond-Capital Proj. Fund	\$	939.93
	\$	<u>40,211.52</u> 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:

Clinton Harris, aye Dan Hoyt, aye Roberta Troeger, aye Diane Scents, aye
Bill Clemons, aye Shaun Legge, 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 the Harvest Moon Hayrides and Halloween Egg Hunt will be coming up on October 30th and volunteers will be needed for the event. The Daily Operations Manual is being updated; Board would like to review final draft before implementing. Maintenance department rented a stump grinder and was able to remove 50 stumps and noted that additional trees will need to be removed. The ADA water fountain at Veteran’s Park is currently being installed with the help of the City of Sandwich through a county grant; some bushes had to be removed and spring restoration is being planned.

COMMITTEE REPORTS:

RECREATION: Committee Chair, Clinton Harris reported that a meeting was held this week and discussed the following:

- Basketball Programs-Some logistics need to be worked out yet such as the jersey’s worn and school mitigations for Covid-19.
- Basketball Timer- Payment to basketball timers was reviewed and it was suggested to pay the Basketball Timers \$10.00 per game beginning this season. It was recommended to put this type of information in the Operations Manual.
- Soccer Referee and Basketball Referee- Payments may need to be increased in order to compete with other areas. It was suggested to possibly have a separate coordinator for the soccer program.

BUILDINGS & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Committee Chair, Dan Hoyt noted that a meeting was held and discussed updating the Employee annual review process, policy and forms in order to adequately prepare prior to the next budget.

UNFINISHED BUSINESS:

Milestone Parking Lot Project: Geneva Construction has completed paving the Milestone Parking Lot and that electrical work has begun and the new light poles will be installed soon. Restoration will still need to be completed and some of the dirt pile may remain. Tebrugge Engineer reported that the contractor had gone out a little wider on the pavement than the scope had indicated; will inform us if any additional details. Banners have been made to place on the light poles.

ADA Project Update: Executive Director, Bill Novicki reported that the ADA improvements have been completed at Ernest Memorial Park, Patriot's Park had some engineering issues in the plans that the contractor had pointed out prior to beginning. Milestone Park improvements have begun this week and should be completed in a couple of weeks. It was noted that communication with this contractor has been very well received and we have been pleased with their work. It was suggested to have a list created of vendors used and for which projects with notations to refer to when looking at future capital planning projects.

Executive Session: A motion was made by Roberta Troeger and seconded by Diane Scents at 7:16 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:

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

MOTION CARRIED

A motion was made by Diane Scents and seconded by Roberta Troeger to exit executive session and return to regular session at 8:08 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

Staffing Plan: A motion was made by Clinton Harris and seconded by Shaun Legge to change the reporting structure for the Recreation Assistant to report to the Executive Director and to update the Job Description to reflect such change.

ROLL CALL VOTE:

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

MOTION CARRIED

NEW BUSINESS:

Ice Rink: Discussed the pros and cons of setting up the ice rink this year.

A motion was made by Shaun Legge and seconded by Clinton Harris to set up the ice rink at Knights Park this year and to purchase the liner.

ROLL CALL VOTE:

Bill Clemons, aye Shaun Legge, aye Clinton Harris, aye Dan Hoyt, nay
Roberta Troeger, aye Diane Scents, nay
4 ayes, 2 nays

MOTION CARRIED

Board recommends to have a conversation with the City of Sandwich to let them know this may be the final year for the ice rink and check their interest in taking it over. Commissioner, Shaun Legge has a paddle snow blower and has offered to help clear the ice rink if needed.

Holiday Lane Craft Show/Festival of Trees: Holiday Lane Craft show is scheduled for the first weekend in December and we have had several vendors sign up already. The event will take place at the Redberri Convention Center; however, we have not yet been able to secure an agreement for the facility usage. Discussed having the Festival of Trees as an outdoor display and suggested to survey the community for interest.

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

Dan Hoyt, President

Angela Seville, Secretary