

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 10, 2021 at 6:30 p.m.

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

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

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board Minutes from October 13, 2021 were made available to all Board Members.

A motion was made by Roberta Troeger and seconded by Diane Scents to accept the minutes of the October 13, 2021 Board meeting as presented.

ROLL CALL VOTE:

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

MOTION CARRIED

CORRESPONDENCE: Executive Director, Bill Novicki reported that the Sandwich Mayor has retracted the intergovernmental agreement previously discussed.

PUBLIC COMMENT: Board members Jamie Fahrner and Houston Cline from Sandwich Baseball Association were in attendance to discuss SBA Capital Improvements.

A motion was made by Bill Clemons and seconded by Clinton Harris to suspend the regular order of business to hear comments by Sandwich Baseball Association.

ROLL CALL VOTE:

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

MOTION CARRIED

Sandwich Baseball Association presented a power point with completed Capital Improvements at Memorial Park for the past two years, which included the new shed, electrical upgraded, new bases and anchors for 6 fields and infield mix on 3 fields. Discussed the upcoming season and projects for the next year.

A motion was made by Diane Scents and seconded by Roberta Troeger at 6:49 p.m. to return to the regular order of business.

ROLL CALL VOTE:

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

MOTION CARRIED

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

Corporate	\$131,397.02
Recreation	\$145,126.32
Paving & Lighting	\$ 16,767.21
Audit	\$ 6,533.83
Liability Insurance	\$ 49,758.19
Social Security	\$ 22,888.31
Unemployment/Workman's Comp	\$ 51,972.19
IMRF	\$ 32,713.67
Special Recreation Fund	\$100,996.00
2020 Bond (funds in checking)	\$ 51.04
2020 Bond Debt Service Fund	<u>\$113,738.25</u>
	\$671,942.13

2020 Bond (Capital Projects) in Money Market \$ 616,464.38

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

ROLL CALL VOTE:

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

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$ 12,046.25	
Recreation	\$ 9,554.73	
Social Security	\$ 1,529.31	
IMRF	\$ 2,173.47	
Special Recreation Fund	\$ 285.94	
2020 Bond-Capital Proj. Fund	\$ 756.25	
	<u>\$ 26,345.95</u>	Total Bills

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

ROLL CALL VOTE:

Bill Clemons, aye	Diane Scents, aye	Dan Hoyt, aye	Roberta Troeger, aye
Shaun Legge, 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 the Harvest Moon Hayrides and Halloween Egg Hunt was well attended; one recommendation would be to begin the event earlier, so the Egg Hunt was not as late. Holiday Lane Craft Show and Festival of Trees will not be held at the Redburri Convention Center as previously discussed, another plan is in place to host the craft show. Recreation staff will be meeting with softball town representatives on Thursday to discuss the upcoming spring softball season. The water fountain has been installed at Veteran's Park.

COMMITTEE REPORTS:

RECREATION: None

BUILDINGS & GROUNDS: Committee Chair, Roberta Troeger reported that a meeting was held this month and the following was discussed;

- Dog Park Fencing- Quotes for fencing around the dog park have come in very high and discussed additional types of fencing as seen at other dog park facilities. A parking lot will be needed at the dog park as well. Board members would like Executive Director, Bill Novicki to obtain preliminary costs for engineering of parking lot and report at the December Board meeting.
- Capital Plan- Reviewed Capital Plan.

FINANCE: Committee Chair, Shaun Legge reported that a meeting was held prior to the board meeting to review the 6-month Budget and Tax Levy Ordinance 2021-002. The Committee recommends that the Board tentatively approve the Tax levy Ordinance 2021-002.

CAPITAL DEVELOPMENT: None, but a meeting has been scheduled for December 8th at 5:30 p.m.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None, but a meeting has been scheduled for December 13th at 6:00 p.m.

UNFINISHED BUSINESS:

Milestone Parking Lot Project: The Parking lot has been completed and some restoration, grading and lighting will need to be completed yet. Tebrugge Engineer reported that the contractor had gone out a little wider on the pavement than the scope had indicated and would like to charge the District for the overage. No decisions have been made at this time for the additional cost.

ADA Project Update: Milestone Park has not been completed as a change order has been requested in the preliminary amount of \$2,390.00, due to issues with the Engineering.

Executive Session: A motion was made by Diane Scents and seconded by Bill Clemons at 7:46 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:

Diane Scents, aye Dan Hoyt, aye Roberta Troeger, aye Shaun Legge, aye
Clinton Harris, aye Bill Clemons, 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 8:09 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

Staffing Plan: Executive Director, Bill Novicki noted that the Recreation Manager position is vacant and the position will be posted on the IPRA website.

NEW BUSINESS:

Knights Park Drainage: Executive Director, Bill Novicki noted that he has been in conversation with the City of Sandwich Engineer and Mayor regarding the Latham Street project and that the Park District would be able to add a new connection for drainage at Knights Park at an estimated cost between \$40,000.00 and \$50,000.00. Discussions will continue with the City Mayor and Engineer.

Tax Levy Ordinance 2021-002: A motion was made by Roberta Troeger and seconded by Shaun Legge to tentatively approve Tax Levy Ordinance 2021-002.

ROLL CALL VOTE:

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

MOTION CARRIED

A notice will be placed in the newspaper regarding the December hearing and a copy of the ordinance will be on display at the Sandwich Park District office and available on the website.

IAPD/IPRA Annual Conference: Discussed the annual IAPD/IPRA conference held in January as it will be held in person this year. Commissioners interested are Clinton Harris and Shaun Legge. Executive Director, Bill Novicki will check with staff and review the budget for availability for attending.

Fall Softball: During the fall softball season, there were issues with the umpires not showing up for games as assigned through Official Finders. A couple of towns had questioned being reimbursed for the cost of not having an official umpire for their games, which was included as part of the registration cost. The Board recommends to offer a reimbursement to towns accordingly, as a sign of good faith due to the lack of umpires for the 2021 fall softball season.

2022 Meeting Schedule Approval: A copy of the 2022 board and committee meeting dates was presented. No changes were made and a copy of the meeting dates will be posted in the newspaper.

6 ayes, 0 nays

MOTION CARRIED

Staff Holiday Compensation: Discussed staff holiday compensation.

A motion was made by Clinton Harris and seconded by Shaun Legge to pay eight current employees a holiday bonus in the amount of \$100.00 each, to be paid on the first payroll of December.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Clinton Harris and seconded by Diane Scents to extend a merit bonus in the amount of \$400.00 each to the following staff; Recreation Assistant, Office Manager, Treasurer/Secretary and Executive Director to be paid on the first payroll of December.

ROLL CALL VOTE:

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

MOTION CARRIED

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 8:45 p.m.

The next regular board meeting will be held on December 8, 2021 at 6:30 pm.

Dan Hoyt, President

Angela Seville, Secretary