The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 12, 2022 at 6:41 p.m.

PRESENT: Board Members: Dan Hoyt, Clinton Harris, Bill Clemons, and Roberta Troeger
Absent: Diane Scents and Shaun Legge
Staff present: Executive Director, Bill Novicki and Board Secretary/Treasurer, Angela Seville

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board Minutes from December 8, 2021 were made available to all Board Members.
A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the minutes of the December 8, 2021 Board meeting as presented.

ROLL CALL VOTE:
Dan Hoyt, aye Clinton Harris, abstain Bill Clemons, aye Roberta Troeger, aye
3 ayes, 0 nays, 1 abstain MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

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

Corporate	$102,939.50
Recreation	$117,042.02
Paving & Lighting	$ 12,915.26
Audit	$ 6,787.54
Liability Insurance	$ 50,342.74
Social Security	$ 19,699.25
Unemployment/Workman's Comp	$ 45,900.61
IMRF	$ 28,090.75
Special Recreation Fund	$ 25,001.55
2020 Bond (funds in checking)	$ 50.89
2020 Bond Debt Service Fund	$ 814.41
	$409,584.52

2020 Bond (Capital Projects) in Money Market $ 397,034.39

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

ROLL CALL VOTE:
Clinton Harris, aye Bill Clemons, aye Roberta Troeger, aye Dan Hoyt, aye
4 ayes, 0 nays MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	$	12,092.23	
Recreation	$	17,127.08	
Social Security	$	1,497.27	
Unemployment/Workmans Comp	$	256.40	
IMRF	$	2,257.63	
Special Recreation Fund	$	22,244.78	
2020 Bond Debt Service Fund	$	117,672.55	
2020 Bond-Capital Proj. Fund	$	214,347.95	
	$	387,495.89	Total Bills

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

ROLL CALL VOTE:
Bill Clemons, aye Roberta Troeger, aye Dan Hoyt, aye Clinton Harris, aye
4 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 following:
Daddy Daughter Dance will be held in February, and the Indoor Garage Sale will take place in March; both programs will continue to follow the mask mandate.
A follow-up meeting is planned on Monday, January 17th with softball town reps.
The annual IAPD conference will take place at the end of January.
The ice rink has been open and has had a lot of participants.
Maintenance staff has been keeping up with snow removal on sidewalks, but noted we do not have a salt spreader.
A new building custodian has started this week.
The bond for the State Grant funds has been submitted and we are waiting for the approval before the funds can be transferred.

COMMITTEE REPORTS:
RECREATION: None

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 in December to discuss the employee annual review process, Recreation Manager position and employee benefit options.

Discussed the need for the Risk Management and Law and Order/Safety Committees and if they can be combined or removed. No action was taken.

UNFINISHED BUSINESS:

Milestone Parking Lot Project Update: The lighting and restoration have still not been fully completed and may now have to wait until Spring to be completed.

ADA Swing Proposal: Executive Director, Bill Novicki has been in contact with IPARKS and has looked at various companies for pricing regarding the ADA swing. The IPARKS representative would advise against putting in an ADA swing as there are many restrictions and guidelines for proper installation. The swings are very costly and there can be liability issues if not properly installed. No action was taken as more research is needed.

NEW BUSINESS:

Personnel Policy Update: Reviewed the updated Employee Annual Performance Review form and Yearly Goals and Objectives form. Changes were made to the Type of Report #8. Employee will continue to fill out the forms and return to the Executive Director for review. The Executive Director will meet with each employee in February and a mid-year review of goals will take place in July. Reviewed the Personnel Policy section 3.3 Evaluations, for needed updates due to the change in the employee review process.

A motion was made by Roberta Troeger and seconded by Bill Clemons to revise section 3.3 Evaluations in the Personnel Policy with the following: *All Park District employees shall be evaluated as to their work performance on an annual basis in February. Along with the Annual Performance Review, a Yearly Goals and Objectives report will be completed, with a Mid-Year check-in. Employee evaluation need not coincide with a salary review. Evaluation forms are available to assist in the employee work performance evaluation. All completed evaluations are to be a shared effort with the employee and the Executive Director. The results of an employee evaluation are added to the personnel file which is kept in the Board Secretary's office.*

ROLL CALL VOTE:
Roberta Troeger, aye Dan Hoyt, aye Clinton Harris, aye Bill Clemons, aye
4 ayes, 0 nays MOTION CARRIED

A motion was made by Roberta Troeger and seconded by Clinton Harris to accept the Sandwich Park District Compensation and Performance Review and Yearly Goals and Objectives forms with noted corrections.

ROLL CALL VOTE:
Dan Hoyt, aye Clinton Harris, aye Bill Clemons, aye Roberta Troeger, aye
4 ayes, 0 nays MOTION CARRIED

Employee Benefit Options: Discussed employee benefit options as health insurance has not been feasible in the past, previous Director's had received a monthly insurance stipend. This is an area of concern with new hires. Will discuss in more detail at the special meeting.

Executive Session: A motion was made by Clinton Harris and seconded by Roberta Troeger at 7:52 p.m. to suspend the regular order of business and enter into Executive Session 5 ILCS 120/2(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ROLL CALL VOTE:
Clinton Harris, aye Bill Clemons, nay Roberta Troeger, aye Dan Hoyt, aye
3 ayes, 1 nay MOTION CARRIED

A motion was made by Clinton Harris and seconded by Roberta Troeger to exit executive session and return to regular session at 7:57 p.m.

ROLL CALL VOTE:
Bill Clemons, aye Roberta Troeger, aye Dan Hoyt, aye Clinton Harris, aye
4 ayes, 0 nays MOTION CARRIED

Review of Executive Session Minutes: After review of Executive Session Board minutes, a motion was made by Roberta Troeger and seconded by Clinton Harris to release the following minutes:
July 14, 2021 (A)

ROLL CALL VOTE:
Roberta Troeger, aye Dan Hoyt, aye Clinton Harris, aye Bill Clemons, aye
4 ayes, 0 nays MOTION CARRIED

Executive Session: A motion was made by Roberta Troeger and seconded by Clinton Harris at 7:59 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 Clinton Harris, aye Bill Clemons, aye Roberta Troeger, aye
4 ayes, 0 nays MOTION CARRIED

A motion was made by Clinton Harris and seconded by Roberta Troeger to exit executive session and return to regular session at 8:12 p.m.

ROLL CALL VOTE:
Clinton Harris, aye Bill Clemons, aye Roberta Troeger, aye Dan Hoyt, aye
4 ayes, 0 nays MOTION CARRIED

There being no further business, a motion was made by Clinton Harris and seconded by Roberta Troeger to adjourn the meeting at 8:13 p.m.

ROLL CALL VOTE:
Bill Clemons, aye Roberta Troeger, aye Dan Hoyt, aye Clinton Harris, aye
4 ayes, 0 nays MOTION CARRIED

The next regular board meeting will be held on February 9, 2022 at 6:30 pm.

Dan Hoyt, President Angela Seville, Secretary