The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 13, 2022 at 6:30 p.m.

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

**PLEDGE OF ALLEGIANCE**

**MINUTES:** Copies of the Board meeting minutes from March 9, 2022 and Special meeting minutes from March 21, 2022 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 March 9, 2022 Board meeting and March 21, 2022 Special meeting as presented.

ROLL CALL VOTE:
Shaun Legge, aye Roberta Troeger, aye Diane Scents, aye Bill Clemons, aye
4 ayes, 0 nays MOTION CARRIED

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

**TREASURER REPORT:** The following ending cash balances for March, 2022 were presented.

| | |
|---|---|
| Corporate | $ 65,627.16 |
| Recreation | $100,503.11 |
| Paving & Lighting | $ 12,917.05 |
| Audit | $ 6,788.48 |
| Liability Insurance | $ 24,207.75 |
| Social Security | $ 14,748.17 |
| Unemployment/Workman's Comp | $ 44,147.29 |
| IMRF | $ 21,984.52 |
| Special Recreation Fund | $ 25,005.04 |
| 2020 Bond (funds in checking) | $ 50.89 |
| 2020 Bond Debt Service Fund | $ 814.41 |
| | $316,793.87 |

**2020 Bond (Capital Projects) in Money Market** $ 333,758.66

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

ROLL CALL VOTE:
Roberta Troeger, aye Diane Scents, aye Bill Clemons, aye Shaun Legge, aye
4 ayes, 0 nays MOTION CARRIED

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

| | | | |
|---|---|---|---|
| Corporate Fund | $ | 12,586.01 | |
| Recreation Fund | $ | 5,719.42 | |
| Social Security Fund | $ | 1,771.57 | |
| Unemployment/Workman's Comp | $ | 1,759.64 | |
| IMRF Fund | $ | 2,179.37 | |
| 2020 Bond Capital Fund | $ | 307,524.00 | |
| | $ | 331,540.01 | Total Bills |

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

ROLL CALL VOTE:
Diane Scents, aye Bill Clemons, aye Shaun Legge, aye Roberta Troeger, aye
4 ayes, 0 nays MOTION CARRIED

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Discussed the Spring Garden Workshop, which had good attendance. This weekend will be the Spring Egg Hunt and opening ceremony for the Toddler Garden; Board members are encouraged to attend. The State of Illinois Grant funds have not been finalized yet.

**COMMITTEE REPORTS:**
RECREATION: Committee Chair, Diane Scents reported that a meeting was held in April and discussed the recreation department, summer program guide and that multiple opportunities for programs have been added.

BUILDINGS & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

**UNFINISHED BUSINESS:**
Milestone Parking Lot Project Update: The restoration work is still incomplete and there has been no response from Geneva Construction regarding the completion of the contract.

Board Retreat Reminder: The Board Retreat will be held on Wednesday, April 20 from 5:30 p.m. to 7:30 p.m.

Recreation Expansion Proposal: No action taken.

Executive Session: A motion was made by Diane Scents and seconded by Roberta Troeger at 7:47 p.m. to suspend the regular order of business and enter into Executive Session 5 ILCS 120/2(c)(5), for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired.

ROLL CALL VOTE:
Bill Clemons, aye Shaun Legge, aye Roberta Troeger, aye Diane Scents, aye
4 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 8:04 p.m.

ROLL CALL VOTE:
Shaun Legge, aye Roberta Troeger, aye Diane Scents, aye Bill Clemons, aye
4 ayes, 0 nays MOTION CARRIED

**NEW BUSINESS:**
Annual Employee Evaluations: Annual employee evaluations have been completed and have all been positive. No additional Personnel Committee meeting will be necessary and the Board will review the suggestions from the Executive Director.

Draft Budget Review FY2022/2023: A review of the current fiscal year budget and draft budget for FY2022/2023 was presented by Treasurer/Board Secretary, Angela Seville. A tentative budget will be presented to the Board at the May meeting and will then be on display for 30 days prior to a budget hearing.

2022 Freedom Days Fireworks Agreement: A motion was made by Diane Scents and seconded by Bill Clemons to approve the agreement with RKM Fireworks Company in the amount of $9,000.00 to provide the fireworks display at the Sandwich Fair Grounds on July 2, 2022.

ROLL CALL VOTE:
Roberta Troeger, aye Diane Scents, aye Bill Clemons, aye Shaun Legge, aye
4 ayes, 0 nays MOTION CARRIED

Freedom Days Grand Marshal: Discussion regarding a Grand Marshal for the 2022 Sandwich Park District Freedom Days parade; please email any suggestions to Executive Director, Bill Novicki.

Copier Proposal: Proposals were presented for a replacement office copier.
A motion was made by Roberta Troeger and seconded by Diane Scents to approve the purchase of a Toshiba e-studio 3515ac multifunction printer from KKC Imaging Systems of Aurora in the amount of $7,094.89, payable from the 2020 Bond Fund, including the trade-in and removal of current copier and to accept the maintenance package with an annual increase of 7%.

ROLL CALL VOTE:
Diane Scents, aye Bill Clemons, aye Shaun Legge, aye Roberta Troeger, aye
4 ayes, 0 nays MOTION CARRIED

Statement of Economic Interest Form: Reviewed the content of the updated Statement of Economic Interest form.

SBA Capital Improvements: A copy of the Sandwich Baseball Association proposed Capital Improvements for the 2022 season was presented to the board. The proposed improvements include infield mix for fields #7 & #4 at an estimated cost of $4,539.00, concession stand epoxy floor upgrade with an estimated donated cost of $5,000.00 and metal dugout roofs with an estimated cost of $10,000.00. Discussed the recommendations for improvement including researching the type of epoxy and colors of dugout roof.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve the Sandwich Baseball Association proposed 2022 Capital Improvements of infield mix for fields #7 & #4 with an estimated cost of $4,539.00, metal roof for dugouts with the color and style being approved by the Executive Director at an estimated cost of $10,000.00, and for upgrading the concession stand floor with the color and type of epoxy being approved by the Executive Director with the overall cost being donated.

ROLL CALL VOTE:
Bill Clemons, aye Shaun Legge, aye Roberta Troeger, aye Diane Scents, aye
4 ayes, 0 nays MOTION CARRIED

Staffing Plan: No action taken.

Executive Session: A motion was made by Diane Scents and seconded by Bill Clemons at 8:11 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 Roberta Troeger, aye Diane Scents, aye Bill Clemons, aye
4 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 8:24 p.m.

ROLL CALL VOTE:
Roberta Troeger, aye Diane Scents, aye Bill Clemons, aye Shaun Legge, aye
4 ayes, 0 nays MOTION CARRIED

There being no further business, a motion was made by Roberta Troeger and seconded by Diane Scents to adjourn the meeting at 8:24 p.m.
4 ayes, 0 nays MOTION CARRIED

The next regular board meeting will be held on May 11, 2022 at 6:30 pm.

Shaun Legge, Vice-President Angela Seville, Secretary