The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 11, 2022 at 6:32 p.m.

PRESENT: Board Members: Dan Hoyt, Bill Clemons, Shaun Legge, and Diane Scents

Absent: Roberta Troeger

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

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from April 13, 2022 and Board Retreat meeting minutes from April 20, 2022 were made available to all Board Members.

A motion was made by Diane Scents and seconded by Shaun Legge to accept the minutes of the April 13, 2022 Board meeting and April 20, 2022 Board Retreat meeting as presented.

ROLL CALL VOTE:

Dan Hoyt, aye Bill Clemons, aye Shaun Legge, aye Diane Scents, aye 4 ayes, 0 nays MOTION CARRIED

CORRESPONDENCE: A Thank You note was received from Bob & Luetta for our support with the Civil War Encampment.

A letter was received by the City of Sandwich, sent to all citizens of Sandwich, regarding Municipal Code violations.

PUBLIC COMMENT: Sheila Mikulik, on behalf of the pickleball group, was present to discuss striping additional lines on the tennis courts for pickleball use. We currently have four courts and only two are lined for pickleball usage. In addition, the group had requested to add screens on the fencing to help with wind. Sheila Mikulik presented the board with a quote that she obtained for the striping and some research regarding the screens. Will discuss in more detail at the June board meeting.

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

Corporate	\$ 57,247.41
Recreation	\$ 91,889.42
Paving & Lighting	\$ 12,917.61
Audit	\$ 6,788.77
Liability Insurance	\$ 24,208.80
Social Security	\$ 13,081.04
Unemployment/Workman's Comp	\$ 44,149.20
IMRF	\$ 19,966.10
Special Recreation Fund	\$ 25,006.12
2020 Bond (funds in checking)	\$ 50.64
2020 Bond Debt Service Fund	\$ 814.41
	\$296,119.52

2020 Bond (Capital Projects) in Money Market

\$ 329,891.71

Board Secretary/Treasurer, Angela Seville noted that the Fiscal Year ended with good balances in all funds and that the Fiscal Year End Report will be on display as the public notice was submitted for publication. The interest rate for The Illinois Funds continues to increase. The Property Tax distributions will begin at the end of May.

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:

Bill Clemons, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye 4 ayes, 0 nays MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate Fund	\$ 7,339.43	
Recreation Fund	\$ 11,591.34	
Social Security Fund	\$ 1,667.70	
IMRF Fund	\$ 2,019.28	
2020 Bond Capital Fund	\$ 3,986.25	_
	\$ 26,604.00	Total Bills

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

ROLL CALL VOTE:

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye Bill Clemons, 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 that the new Recreation Manager began on Monday, has been doing very well and is very excited to join our team. A grant was received on behalf of the Wal-Mart Community Grants Team and we are working with the local store to discuss plans for grant recognition and publicity. The Park District will once again be partnering with the Northern Illinois Food Bank to offer the summer food service program and that three staff have completed the annual training. Maintenance department continues to have multiple issues with the mowers and the board should consider reviewing the replacement plan for the mowers.

COMMITTEE REPORTS:

RECREATION: None

BUILDINGS & GROUNDS: None

FINANCE: The 2022/2023 Proposed Budget has been updated and will be on display for 30 days, the Public Hearing for Truth in Taxation will be held on July 13, 2022.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Executive Session: A motion was made by Diane Scents and seconded by Shaun Legge at 7:11 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, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against and employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye Bill Clemons, aye Shaun Legge, 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 7:32 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye Bill Clemons, aye Shaun Legge, aye Diane Scents, aye 4 ayes, 0 nays MOTION CARRIED

Milestone Parking Lot Project Update: A motion was made by Diane Scents and seconded by Shaun Legge to authorize Executive Director, Bill Novicki to contact our attorney regarding the overage billed to the district and for expected costs for legal action and/or enter into a settlement agreement with Geneva Construction for an approved amount not to exceed \$2,000.00 payable from the Bond Fund.

ROLL CALL VOTE:

Bill Clemons, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye 4 ayes, 0 nays MOTION CARRIED

2022 Freedom Days Grand Marshal: Discussion regarding the recommendations for the Grand Marshal for the 2022 Sandwich Park District Freedom Days Parade. Board members recommend two Grand Marshals that have a combined 60 years of public service for the community of Sandwich. Executive Director, Bill Novicki will contact each of these individuals.

4 ayes, 0 nays

MOTION CARRIED

NEW BUSINESS:

<u>Dog Park:</u> Engineering plans for the Dog Park were completed and presented to board members for review.

<u>Capital Plan Discussion:</u> The Capital Plan has not been updated completely and will be presented at the June board meeting.

<u>Job Description Updates:</u> Discussed updates to the Personnel Policy Job Description section to update the pay range scale.

A motion was made by Bill Clemons and seconded by Diane Scents to update the Personnel Policy Job Description wage ranges based on the proposed pay ranges as presented.

ROLL CALL VOTE:

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye Bill Clemons, aye 4 ayes, 0 nays MOTION CARRIED

<u>Yearly Compensation:</u> A motion was made by Bill Clemons and seconded by Shaun Legge to approve the Fiscal Year 2022/2023 employee compensation proposed rate recommendations.

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye Bill Clemons, aye Shaun Legge, aye 4 ayes, 0 nays MOTION CARRIED

<u>Spring Soccer:</u> Executive Director, Bill Novicki noted that the Spring Soccer program has unfortunately, had an issue between a coach and a parent of a player. This altercation resulted in the parent being suspended from games for two weeks and the coach resigning from coaching both a U6 and U8 level and removing their child from the program. A volunteer coach stepped up to coach both levels and participants that had been on the wait list were added to the rosters.

<u>Appointment of Treasurer/Secretary to the Board of Commissioners</u>: A motion was made by Shaun Legge and seconded by Diane Scents to appoint Angela Seville as the Board Secretary/Treasurer.

ROLL CALL VOTE:

Dan Hoyt, aye Bill Clemons, aye Shaun Legge, aye Diane Scents, aye 4 ayes, 0 nays MOTION CARRIED

Reorganization of Officers: Reorganization of Officers took place.

Committee Assignments: Assignment of Committees took place.

Adopt a Park Assignments: Assignments for Adopt A Park took place.

<u>Discussion of Future Appointments to the Board of Commissioners and Term Limits:</u> Discussion took place regarding future appointments to the Board and the term limits. Reminder that any vacancies filled through appointment shall serve as a member of the Board until the next regular election, which would be next year. Reviewed the Administrative Board Policy section 2.03-Board Officers.

A motion was made by Shaun Legge and seconded by Diane Scents to eliminate a line in the Administrative Board Policy, Section 2.03-Board Officers: Nomination and Election (A) that reads "A commissioner may serve no more than three consecutive terms of office".

ROLL CALL VOTE:

Bill Clemons, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye MOTION CARRIED 4 ayes, 0 nays

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 8:28 p.m.

4 ayes, 0 nays MOTION CARRIED

The next regular board meeting will be held on June 8, 2022 at 6:30 pm.

Dan Hoyt, President Angela Seville, Secretary