

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 14, 2022 at 6:30 p.m.

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

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

Public Present: John Fincham

### **PLEDGE OF ALLEGIANCE**

**MINUTES:** Copies of the Board meeting minutes from August 10, 2022 were made available to all Board Members.

A motion was made by Diane Scents and seconded by Roberta Troeger to accept the minutes of the August 10, 2022 Board meeting as presented.

### **ROLL CALL VOTE:**

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

**MOTION CARRIED**

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

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

Corporate	\$122,914.26
Recreation	\$134,530.51
Paving & Lighting	\$ 17,744.47
Audit	\$ 4,385.13
Liability Insurance	\$ 32,720.75
Social Security	\$ 15,591.81
Unemployment/Workman's Comp	\$ 44,946.98
IMRF	\$ 30,154.82
Special Recreation Fund	\$ 44,853.84
2020 Bond (funds in checking)	\$ 50.19
2020 Bond Debt Service Fund	<u>\$ 69,136.77</u>
	\$517,029.53

**2020 Bond (Capital Projects) in Money Market** \$ 320,879.93

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

### **ROLL CALL VOTE:**

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

**MOTION CARRIED**

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

Corporate Fund	\$	9,133.98
Recreation Fund	\$	24,570.77
Audit Fund	\$	5,250.00
Social Security Fund	\$	1,900.09
IMRF Fund	\$	1,930.40
Special Recreation Fund	\$	1,095.06
2020 Bond-Capital Fund	\$	4,732.70
	\$	48,613.00 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:**

Roberta Troeger, aye Bill Clemons, aye Dan Hoyt, aye Shaun Legge, aye Diane Scents, aye  
5 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 during the Sandwich Fair he had done several bee presentations at the children's educational area, as this year the theme was bees. Some staff had volunteered to work at a couple of our partnering booths. Interviews are still being conducted for the Recreation Manager position. The picnic table has been placed at Henderson Park and a thank you has been sent to the donor. A resident has inquired regarding a memorial tree donation.

**COMMITTEE REPORTS:**

RECREATION: None

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

- Milestone Park
- Sealcoating
- Gas fill station
- Bleachers at Memorial Park and the need for a replacement plan

FINANCE: None

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 Bill Clemons at 6:48 p.m. to suspend the regular order of business and enter into Executive Session 5 ILCS 120/2(c)(11), for litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

**ROLL CALL VOTE:**

Bill Clemons, aye Dan Hoyt, aye Shaun Legge, aye Diane Scents, aye Roberta Troeger, aye  
5 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 7:05 p.m.

**ROLL CALL VOTE:**

Dan Hoyt, aye Shaun Legge, aye Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye  
5 ayes, 0 nays  
MOTION CARRIED

Milestone Parking Lot Project Update: A motion was made by Roberta Troeger and seconded by Diane Scents to have our attorney, Mahoney, Silverman and Cross prepare a response to a letter received based on the discussion held in executive session.

**ROLL CALL VOTE:**

Shaun Legge, aye Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye Dan Hoyt, aye  
5 ayes, 0 nays  
MOTION CARRIED

Dog Park: Executive Director, Bill Novicki noted that the variance was approved by the City of Sandwich. Tebrugge Engineering is updating the plans with proper wording for the fence setback and the updated angles for proper visibility.

Executive Session: A motion was made by Diane Scents and seconded by Roberta Troeger at 7:12 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:**

Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye Dan Hoyt, aye Shaun Legge, aye  
5 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 7:14 p.m.

**ROLL CALL VOTE:**

Roberta Troeger, aye Bill Clemons, aye Dan Hoyt, aye Shaun Legge, aye Diane Scents, aye  
5 ayes, 0 nays  
MOTION CARRIED

Recreation Expansion Discussion: No action taken.

Splash Pad Discussion: Executive Director, Bill Novicki reported that the necessary repairs have been completed at the Splash Pad and there were no additional recommendations.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve payment for the invoice by Helm Manufacturing, Freeport, IL in the amount of \$8,094.29, payable from the Bond Fund and to increase the Corporate Maintenance budget line item annually to allow for necessary repairs for the Splash Pad.

ROLL CALL VOTE:

Bill Clemons, nay Dan Hoyt, aye Shaun Legge, aye Diane Scents, aye Roberta Troeger, aye  
4 ayes, 1 nays

MOTION CARRIED

**NEW BUSINESS:**

Park Custodial Position Discussion: Executive Director, Bill Novicki noted that after researching outside sources for custodial services that the cost was quite expensive, and we are now in conversation with Open Door to potentially have a client hired for the custodial position. The position is still open and applications are still being accepted.

Baseball Lease Agreement Discussion: A draft agreement was presented and reviewed for updates. Will continue to review over the next couple of months.

City of Sandwich Intergovernmental Agreement Discussion: Executive Director, Bill Novicki attended a City of Sandwich council meeting regarding the intergovernmental agreement. The City has recommended that we prepare a draft agreement regarding the fee structure and cost agreements and present to them for review.

Ice Rink: The Sandwich Park District and City of Sandwich have a joint agreement regarding the shared costs of the ice rink. This year the cost of the liner would be paid for by the City of Sandwich with no charge for water usage.

A motion was made by Bill Clemons and seconded by Roberta Troeger to continue to put up the ice rink as long as the City of Sandwich is still in agreement to pay for the cost of the liner and to not charge for water usage for the 2022 season.

ROLL CALL VOTE:

Dan Hoyt, nay Shaun Legge, aye Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye  
4 ayes, 1 nays

MOTION CARRIED

Property Annexations: Board Secretary/Treasurer, Angela Seville noted that she has been in conversation with DeKalb County regarding verification of our EAV. It was determined that there are several properties that have not been annexed into the Park District and that there were two properties that have had their tax code corrected by the county.

Board member Discussion: John Fincham introduced himself and expressed his interest in the vacant board position.

Appointment of Officers: A motion was made by Diane Scents and seconded by Roberta Troeger to appoint John Fincham, Commissioner of the Sandwich Park District to the vacant position expiring on April 30, 2023.

ROLL CALL VOTE:

Shaun Legge, aye Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye Dan Hoyt, aye  
5 ayes, 0 nays MOTION CARRIED

The Oath of office was administered to John Fincham by Board President, Shaun Legge.

Reminder of Election Petition Packets: Board Secretary/Treasurer, Angela Seville reminded all board members that the Petition Packets will be available for pickup beginning Tuesday, September 20<sup>th</sup> for the upcoming 2023 election.

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 8:48 p.m.  
5 ayes, 0 nays MOTION CARRIED

The next regular board meeting will be held on October 12, 2022 at 6:30 pm.

Shaun Legge, President

Angela Seville, Secretary