

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 9, 2022 at 6:30 p.m.

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

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

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from October 12, 2022 were made available to all Board Members.

A motion was made by Diane Scents and seconded by John Fincham to accept the minutes of the October 12, 2022 Board meeting as presented.

ROLL CALL VOTE:

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

MOTION CARRIED

CORRESPONDENCE: Thank you cards were received from Growing Hope Globally for a table decoration and the Seville family for a plant.

PUBLIC COMMENT: Basics DeKalb County representative, Cary Allen was present to give an update on the Toddler Garden. The Toddler Garden has been active for 22 weeks and has had over 290 children attend events. There is a QR code displayed for feedback and posts are made on Facebook for the events.

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

Corporate	\$170,772.43
Recreation	\$182,279.99
Paving & Lighting	\$ 16,732.98
Audit	\$ 6,233.53
Liability Insurance	\$ 38,281.33
Social Security	\$ 18,459.67
Unemployment/Workman's Comp	\$ 45,532.99
IMRF	\$ 37,725.78
Special Recreation Fund	\$ 57,915.50
2020 Bond (funds in checking)	\$ 48.40
2020 Bond Debt Service Fund	<u>\$117,526.19</u>
	\$691,508.79

2020 Bond (Capital Projects) in Money Market \$ 311,316.35

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 Dan Hoyt, aye John Fincham, aye
Bill Clemons, aye Shaun Legge, aye
6 ayes, 0 nays

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate Fund	\$	13,204.75
Recreation Fund	\$	14,811.17
Social Security Fund	\$	2,602.81
IMRF Fund	\$	2,888.83
Special Recreation Fund	\$	40.19
2020 Bond-Capital Fund	\$	2,014.25
	\$	35,562.00 Total Bills

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

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye John Fincham, aye Bill Clemons, aye
Shaun Legge, aye Roberta Troeger, 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 that the Harvest Moon event was well attended and we are looking at what additional activities we can add to the event. The Holiday Lane craft show will be held at the high school gym and the Festival of Trees will be displayed in the lobby of Classic Cinema. A recent meeting with IPRF representative led to the development of a safety committee comprised of staff members that will meet regularly. We had a park inspection with our IParks representative and there were no recommendations for change. The ice rink liner has been ordered and will be setting up a date for installation in December.

COMMITTEE REPORTS:

RECREATION: None

BUILDINGS & GROUNDS: Committee Chair, Roberta Troeger noted that a meeting was held in November and the items discussed are on tonight's agenda for further review.

FINANCE: Committee Chair, Shaun Legge noted that a meeting was held prior to the board meeting and reviewed the 6-month FY23 budget, reviewed investment accounts and reviewed the Tax Levy 2022-002 Ordinance, which the committee recommends for tentative approval by the board.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Milestone Parking Lot Project Update: There has been no response regarding the letter sent by our attorney for the Milestone Parking Lot project.

Baseball Lease Agreement Discussion: Executive Director, Bill Novicki noted that the final draft was not available for review at this time.

Spring Softball discussion: Executive Director, Bill Novicki noted that the Yorkville Parks and Recreation will be hosting a spring softball league.

NEW BUSINESS:

Milestone Dog Park Bid Acceptance: Sealed bid opening took place on November 3, 2022 for the Milestone Dog Park project. Bids were received by Lite Construction, Montgomery in the amount of \$183,487.00 and D & J Landscaping, Shorewood in the amount of \$152,628.52.

A motion was made by Roberta Troeger and seconded by John Fincham to reject the bids by Lite Construction, Montgomery and D & J Landscaping, Shorewood for the Milestone Dog Park project and to re-bid again in Spring.

ROLL CALL VOTE:

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

MOTION CARRIED

Tax Levy 2022-002 Ordinance Approval: A motion was made by Diane Scents and seconded by Bill Clemons to tentatively approve the Tax Levy Ordinance 2022-002.

ROLL CALL VOTE:

John Fincham, aye Bill Clemons, aye Shaun Legge, aye Roberta Troeger, 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. A copy of the ordinance will be on display at the Sandwich Park District office and available on the district website.

Personnel Policy 3.11 Conference/Professional Development Expense Policy Update: An update to the policy for meal reimbursement was recommended to be increased from \$60.00 to \$75.00 per day.

A motion was made by Diane Scents and seconded by Dan Hoyt to update the Personnel Policy Section 3.11 Conference/Professional Development Expense Policy to increase the meal reimbursement from \$60.00 per day limit to \$75.00 per day limit.

ROLL CALL VOTE:

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

MOTION CARRIED

Audit Firm Agreement for FY23, FY24, FY25: An agreement for audit services for the fiscal years ending 2023, 2024 and 2025 was presented by Illinois NFP Audit and Tax, LLP, Chicago.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve the Audit proposal by IL NFP Audit & Tax, LLP of Chicago to perform the audit services for the FY ending 2023, 2024, 2025 in the amounts of \$5,500.00, \$5,500.00 and \$5,500.00 respectively.

ROLL CALL VOTE:

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

MOTION CARRIED

Staff Paid Holiday Schedule: A review of the current scheduled paid staff holidays took place with the recommendation to add three additional paid holidays.

A motion was made by Roberta Troeger and seconded by Diane Scents to update the Personnel Policy Section 3.9 (D) Scheduled Paid Staff Holidays to include Martin Luther King Jr. Day, Columbus Day and New Year's Eve, effective immediately, for a total of 12 paid staff holidays per year.

ROLL CALL VOTE:

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

MOTION CARRIED

Staff Holiday Compensation: Discussed staff holiday compensation.

A motion was made by Roberta Troeger and seconded by Diane Scents to extend a holiday bonus to the current full-time, permanent part-time and returning seasonal employees, that have returned for two or more seasons, in the amount of \$100.00 each, to be paid through payroll on the first pay period in December.

ROLL CALL VOTE:

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

MOTION CARRIED

Assessment Appeals: Discussed a recent assessment appeal received by Walgreens seeking a reduction in the assessed value based on an appraisal from 2019. Discussed moving forward to join with other entities to develop an IGA to share costs in the appeals process for legal representation and appraisals. The fees would be based on a percentage. Members of the board were all in favor to continue discussions for creating a draft IGA.

IAPD/IPRA Annual Conference: Discussed the annual IAPD/IPRA conference held in January. Commissioners interested in attending are Bill Clemons and Dan Hoyt. Executive Director, Bill Novicki will verify with staff and review the budget for availability on attending.

There being no further business, a motion was made by Diane Scents and seconded by John Fincham to adjourn the meeting at 7:37 p.m.

6 ayes, 0 nays

MOTION CARRIED

The next regular board meeting will be held on December 14, 2022 at 6:30 pm.

Shaun Legge, President

Angela Seville, Secretary