The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 10, 2023 at 6:30 p.m.

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

### PLEDGE OF ALLEGIANCE

**APPOINTMENT OF ELECTED OFFICERS:** John Fincham took the Oath of Office as elected Commissioner of the Sandwich Park District, to a full six-year term.

**MINUTES:** Copies of the Board meeting minutes from April 12, 2023 and Board Retreat meeting minutes from April 29, 2023 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 April 12, 2023 Board meeting and April 29, 2023 Board Retreat meeting as presented.

### **ROLL CALL VOTE:**

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye John Fincham, aye 4 ayes, 0 nays MOTION CARRIED

**CORRESPONDENCE:** A thank you card was received from the Sandwich Union Guard on behalf of the Civil War Encampment event.

## **PUBLIC COMMENT:** None

**TREASURER REPORT:** The following ending cash balances for April, 2023 were presented.

| Corporate                     | \$ 91,655.79 |
|-------------------------------|--------------|
| Recreation                    | \$134,050.66 |
| Paving & Lighting             | \$ 16,133.94 |
| Audit                         | \$ 6,517.37  |
| Liability Insurance           | \$ 10,713.99 |
| Social Security               | \$ 8,482.84  |
| Unemployment/Workman's Comp   | \$ 36,429.41 |
| IMRF                          | \$ 27,156.50 |
| Special Recreation Fund       | \$ 70,748.10 |
| 2020 Bond (funds in checking) | \$ 48.30     |
| 2020 Bond Debt Service Fund   | \$ 1,292.76  |
|                               | \$403,229.66 |

2020 Bond (Capital Projects) in Money Market

\$ 345,085.99

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

## **ROLL CALL VOTE:**

Diane Scents, aye Dan Hoyt, aye John Fincham, aye Shaun Legge, aye 4 ayes, 0 nays MOTION CARRIED

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

| Corporate Fund         | \$<br>13,821.94 |             |
|------------------------|-----------------|-------------|
| Recreation Fund        | \$<br>16,726.20 |             |
| Social Security Fund   | \$<br>1,848.92  |             |
| IMRF Fund              | \$<br>1,935.86  |             |
| 2020 Bond-Capital Fund | \$<br>881.88    | _           |
|                        | \$<br>35,214.80 | 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:**

Dan Hoyt, aye John Fincham, aye Shaun Legge, aye Diane Scents, 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 softball rec league will be starting their games next week. Summer camp registration is good for the morning session but somewhat low for the afternoon sessions; camp counselors have been secured for both sessions. The 1600 mower was in for service and has since broke down again, we will review for future replacement. Board members attended the Chamber dinner last week. A grant request for the Foundation tree memorial plaque was approved in the amount of \$1,500.00. We are still looking to hire additional seasonal staff and will have an opening for the Maintenance II position as well.

### **COMMITTEE REPORTS:**

**RECREATION: None** 

**BUILDINGS & GROUNDS: None** 

FINANCE: A motion was made by Diane Scents and seconded by Dan Hoyt to approve the tentative budget ordinance 2023-002 for FY 2023/2024 as presented, which will be on public display for 30 days with the Public Hearing for Truth and Taxation date set for June 14, 2023.

### **ROLL CALL VOTE:**

John Fincham, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye 4 ayes, 0 nays MOTION CARRIED

CAPITAL DEVELOPMENT: A meeting has been scheduled for the next Capital Development Committee meeting for Wednesday, July 12, 2023 at 5:30 p.m.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

# **UNFINISHED BUSINESS:**

Milestone Parking Lot Litigation: No action taken

<u>Sandwich Freedom Days Grand Marshal</u>: During the April board meeting, the grand marshal was selected, however, this individual has just passed away and board members would like to continue to honor this individual in memoriam during the Sandwich Freedom Days parade.

## **NEW BUSINESS:**

<u>Approval of Court Order payment to Geneva Construction</u>: A motion was made by Diane Scents and seconded by John Fincham to approve the payment of the court ordered judgement to Geneva Construction as follows: \$408.98 from the Corporate Fund, legal fees line and \$11,236.97 from the 2020 Capital Bond Fund account for a total payment of \$11,645.95.

### **ROLL CALL VOTE:**

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye John Fincham, aye 4 ayes, 0 nays MOTION CARRIED

<u>Fundraising Request Discussion</u>: Executive Director, Bill Novicki noted that there was an additional request for an organization to host an event at Milestone Park that would also include alcohol. Organizations would need to obtain the appropriate licenses from the City and comply with the Park District ordinances and special event policy. More information is requested from the organizations regarding who may be in attendance, but members felt if children were present then the request would be denied.

<u>Approve Revision to the Park Usage and Recreation Ordinance 2016-003</u>: A motion was made by Diane Scents and seconded by John Fincham to approve the revisions to the Park Usage and Recreation Ordinance 2016-003 as presented and discussed.

## ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye John Fincham, aye Shaun Legge, aye 4 ayes, 0 nays MOTION CARRIED

<u>Approve Personnel Policy Updates</u>: A motion was made by Diane Scents and seconded by John Fincham to approve the changes to the Personnel Policy job descriptions 8.3-Office Manager and 8.7-Recreation Assistant/Marketing Coordinator as presented.

#### **ROLL CALL VOTE:**

Dan Hoyt, aye John Fincham, aye Shaun Legge, aye Diane Scents, aye 4 ayes, 0 nays MOTION CARRIED

<u>Milestone Dog Park Naming</u>: A motion was made by Diane Scents and seconded by Dan Hoyt to award the naming of the Milestone Dog Park in honor of outgoing commissioner, Roberta Troeger for her years of dedication and service to the park district. The name of the dog park will be "Troeger Dog Park".

## **ROLL CALL VOTE:**

John Fincham, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye 4 ayes, 0 nays MOTION CARRIED

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

### **ROLL CALL VOTE:**

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye John Fincham, aye 4 ayes, 0 nays MOTION CARRIED

Reorganization of Officers: Reorganization of Officers took place.

<u>Adopt Resolution 2023-003 Forming Local Government Efficiency Committee</u>: A motion was made by Diane Scents and seconded by John Fincham to adopt Resolution No 2023-003 forming a committee on Local Government Efficiency.

## **ROLL CALL VOTE:**

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye John Fincham, aye 4 ayes, 0 nays MOTION CARRIED

A motion was made by Diane Scents and seconded by John Fincham to appoint President, Shaun Legge as chairman of the Local Government Efficiency Committee.

## **ROLL CALL VOTE:**

Diane Scents, aye Dan Hoyt, aye John Fincham, aye Shaun Legge, aye 4 ayes, 0 nays MOTION CARRIED

The first meeting of the Local Government Efficiency Committee will be held on Wednesday, August 23, 2023 at 6:30 p.m.

<u>Committee Assignments:</u> Assignment of Committees took place.

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

A motion was made by Diane Scents and seconded by Shaun Legge to approve the committee assignments as discussed.

## **ROLL CALL VOTE:**

Dan Hoyt, aye John Fincham, aye Shaun Legge, aye Diane Scents, aye 4 ayes, 0 nays MOTION CARRIED

Executive Session: A motion was made by Diane Scents and seconded by Dan Hoyt to enter into Executive session 5 ILCS 120/2(c)(3) at 8:09 p.m. for the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

### **ROLL CALL VOTE:**

John Fincham, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye 4 ayes, 0 nays MOTION CARRIED

A motion was made by Diane Scents and seconded by John Fincham to exit executive session and return to regular session at 8:16 p.m.

# **ROLL CALL VOTE:**

Shaun Legge, aye Diane Scents, aye Dan Hoyt, aye John Fincham, aye 4 ayes, 0 nays MOTION CARRIED

Discussion of Future Appointments to the Board of Commissioners: No action taken

<u>Board Recognition</u>: Executive Director, Bill Novicki noted that the district will be recognizing commissioners on the board for their years of service for the following years: 6, 12, 18, etc. Staff will also be recognized for their years of service for the following years: 5, 10, 15, 20, etc. Tonight, we recognized Diane Scents and Dan Hoyt for their years of service and dedication to the district.

There being no further business, a motion was made by Diane Scents and seconded by John Fincham to adjourn the meeting at 8:22 p.m.

4 ayes, 0 nays

**MOTION CARRIED** 

The next regular board meeting will be held on June 14, 2023 at 6:30 pm.

Shaun Legge, President

Angela Seville, Secretary