

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 11, 2018 at 6:30 p.m.

PRESENT: Board Members: Todd Latham, Roberta Troeger, Bill Clemons, Steve Wolf and Dan Hoyt

Board Members Not Present: Diane Scents

Staff present: Mike McCann, Director, Starr Frederick, Garland King and Bill Novicki

Public Present: Jerry Lee Grubman

MINUTES: Copies of the Board Minutes from the March 14, 2018 meeting were made available to all the Board Members. A motion was made by Roberta Troeger and seconded by Steve Wolf to accept the minutes of the March 14, 2018 meeting as presented.

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for February 28, 2018 were presented.

Corporate	\$ 22,168.99
Recreation	\$ 10,218.37
Paving & Lighting	\$ 14,346.46
Audit	\$ 830.11
Liability Insurance	\$ 18,208.13
Social Security	\$ 5,856.62
Unemployment/Workman's Comp	(774.91)
IMRF	\$ 5,009.00
Special Recreation Fund	\$ 22,662.81
2016 Bond (funds in checking)	\$ 559.75
2016 Bond Debt Service	<u>\$ (817.41)</u>
	\$ 98,267.92

2016 Bond (Capital Projects) in Money Market \$ 99,731.26

Sandwich Park Foundation Account

Pay Pal Account for Tennis Court	\$ 22.72
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,579.33</u>
Total in SPF Account	\$ 11,526.67

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

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Bill Clemons, aye Todd Latham, aye
5 ayes 0 nays. **MOTION CARRIED**

Personal Property Replacement Tax 2018 Estimate: \$9,198. Park District has received \$7,677.33 so far this fiscal year.

BILLS: The following bills were presented for approval.

Corporate	\$ 5,301.87	
Recreation	\$ 6,784.67	
Social Security	\$ 891.45	
Unemployment	\$ 4,009.74	
IMRF	\$ 1,431.60	
2016 Bond	<u>\$ 3,706.25</u>	
	\$22,125.58	Total Bills

A motion was made by Roberta Troeger and seconded by Bill Clemons to approve the bills of \$22,125.58 as presented.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
5 ayes 0 nays. **MOTION CARRIED**

DIRECTOR’S REPORT: Mike McCann presented the Director’s report as it appears in Board Packet.

A motion was made by Steve Wolf and seconded by Dan Hoyt to suspend the regular order of business at 7:04 p.m. to speak to visitors.

MOTION CARRIED

Brian Voelkel from Sandwich Fire Department to explain the fire department’s plans for the 4th of July weekend. They will be hosting their 2nd car show on June 30th along with junior water fights, BBQ, bouncing house and petting zoo. As last year, they are asking for a donation for the event. Mike McCann was asked to do some research on bouncing houses and look at the park district finances before making a commitment to the event. It was also suggested to put donation buckets around town to help with expenses.

Matt Potter, representing Sandwich Girls Softball, addressed the Board to talk about improvements to the softball diamonds at Milestone Park. The fields need a major overhaul to address drainage and safety. Bill Novicki, superintendent of parks, said that yearly maintenance has been done but a more aggressive move needs to be made. Because it is nearing the current ball season, it was felt that a “band-aid” approach be taken now and an extensive overhaul of the fields be looked into after the season.

APPOINTMENT OF COMMISSIONER: Jerry Lee Grubman was given the oath of park commissioner by Todd Latham. She will hold the seat until the 2019 election at which time she will need to run for the 2-year unexpired position.

A motion was made by Steve Wolf and seconded by Bill Clemons to return to the regular order of business at 7:35 p.m.

MOTION CARRIED

COMMITTEE REPORTS:

RECREATION: Nothing

PARKS: Bill Novicki presented information concerning the repairs to the gazebo at Veteran's Park. In regards to the railing, Bill asked if the Board wanted the railings to attach to the first step or on ground level. The consensus was to attach to the first step in case the sidewalk needed to be replaced in the future. There will also be a sub-railing attached for ADA compliance.

Augustine Brothers have submitted a quote for painting the green accent on gazebo. The quote came in at \$3,000. They will be subcontracting the painting of the fascia at an additional cost of \$2,300 for a total of \$5,300.

A motion was made by Bill Clemons and seconded by Roberta Troeger to contract with Augustine Brothers for the painting of the gazebo railings and their sub-contractor for the painting of the fascia with funds to be taken from the capital improvement fund.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye
6 ayes 0 nays

MOTION CARRIED

FINANCE – Todd Latham presented the Financial Policy for adoption.

A motion was made by Steve Wolf and seconded by Bill Clemons to pass Ordinance 2018-001, the Financial Policy Ordinance as presented.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye
6 ayes 0 nays

MOTION CARRIED

CAPITAL DEVELOPMENT: Nothing

PERSONNEL: Steve Wolf presented the revisions to the sick day language for the personnel policy.

A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the revisions to the personnel policy concerning sick days as presented.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye
6 ayes 0 nays

MOTION CARRIED

A motion was made by Bill Clemons and seconded by Dan Hoyt to enter into executive session under 5 ILCS 120/2 (c) (21) the review of closed session minutes. Time being 7:58 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

A motion was made by Roberta Troeger and seconded by Bill Clemons to exit the executive session at 8:03 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

UNFINISHED BUSINESS: Review of Executive Session Minutes: After review of executive session Board minutes, the following minutes were released:

March 3, 2016

May 11, 2017

June 14, 2017

July 26, 2017

November 8, 2017 Part A

A motion was made by Roberta Troeger and seconded by Bill Clemons to release the executive session minutes mentioned above.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

NEW BUSINESS: Tentative Budget: Todd Latham presented a tentative budget for fiscal year 2018/2019. Looking at the proposed budget from last year, it was questioned why the recreation fees were so low compared to what had been projected. Mike McCann advised that he will be raising some fees in the fall and has already reduced office hours.

A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the tentative budget for 2018/2019 as presented.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

Parade & Grand Marshal 2018: The recreation committee has suggested that Olaf Gjovik be asked to be grand marshal for the parade.

Park Bench Donation from ABATE of Illinois: Cliff Olson of ABATE has advised that he has a park bench he would like to donate which advertises motorcycle safety. At this time, there is no park that would give the bench the exposure it needs. Mike McCann will advise ABATE.

Youth & Teen Festival: Mike McCann will have more on this event next month.

Set Date for Strategic Planning: The date of June 2, 2018 was chosen for a strategic planning session. It will be held at the park district from 8 to 11 a.m. Board members are asked to forward items to Mike McCann for the agenda.

Meet & Greet: Mike McCann advised the Sandwich Chamber is hosting a meet & greet at the Park District on April 19th.

Mascot Contest: A contest is being held to find a mascot for the Park District. Mike McCann shared entries that have already been received.

Fund Transfers: A motion was made by Steve Wolf and seconded by Bill Clemons to authorize the acting treasurer to transfer funds at the end of the fiscal year to insure a positive balance in each fund.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

A motion was made by Bill Clemons and seconded by Roberta Troeger to enter into executive session under ILCS 120/2(c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

A motion was made by Steve Wolf and seconded by Bill Clemons to exit executive session at 9:22 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

A motion was made by Bill Clemons and seconded by Roberta Troeger to make Bill Novicki superintendent of parks, increase his current wages by 10% and make him exempt.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Roberta Troeger, aye Steve Wolf, aye
Jerry Lee Grubman, aye

6 ayes 0 nays

MOTION CARRIED

There being no further business, a motion was made by Dan Hoyt and seconded by Steve Wolf to adjourn the meeting at 9:27 pm. The next regular meeting will be held on May 9, 2018 at 6:30 pm.

MOTION CARRIED

Todd Latham – President

Starr Frederick, Acting Secretary