

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, June 13, 2018 at 6:30 p.m.

**PRESENT:** Board Members: Todd Latham, Roberta Troeger, Steve Wolf, Dan Hoyt, Jerry Lee Grubman and Diane Scents  
Staff present: Mike McCann, Director, Starr Frederick, and Bill Novicki

**MINUTES:** Copies of the Board Minutes from the May 9, 2018 meeting were made available to all the Board Members. A motion was made by Jerry Lee Grubman and seconded by Steve Wolf to accept the minutes of the May 9, 2018 meeting as corrected.

MOTION CARRIED

Minutes of the June 2, 2018 Board Retreat were presented. A motion was made by Steve Wolf and seconded by Jerry Lee Grubman to accept the minutes as presented.

MOTION CARRIED

A motion was made by Steve Wolf and seconded by Dan Hoyt to suspend the regular order of business to meet with Mayor Rick Olson.

MOTION CARRIED

Todd Latham brought up the flooding issue at Knights Park and asked if the city had any plans to rectify the problem. Mayor Olson advised that the flooding is a city-wide problem. Alderman Pete Dell and Kevin Kelleher are working on a survey to develop a master plan to address the issue. Areas of the city will then be prioritized.

Todd Latham asked about the current land/cash ordinance with the city and if it could be updated. Mayor Olson advised that currently there are 100 buildable lots in the city with no new annexations taking place.

Land use was also brought up. This included what property is already annexed in and how parks would work into it. This also brought up the subject of some property owners that have filed to reduce their property values. Todd suggested that the city, park district, township, etc. could work together in fighting some of these.

Bike paths were also discussed and how to incorporate them into the city. Mayor Olson advised that the city has gotten a grant to help them prepare for renewing the 2006 comprehensive plan.

The land exchange previously discussed was brought up. The city is still looking into a detention pond near the airport and would like to have the Gletty Park property to facilitate it. The city is still waiting on another property owner to agree. Also, the Sorrento Drive property near Harvey Creek was discussed. The Mayor felt that if the city abandoned the property, the neighbors on either side would want the opportunity to buy the property.

In regards to annexing Harvey Creek into the city, Mayor Olson thought that the Larson property may be an issue if they did not want to annex in. This will be looked at further.

Mayor Olson thanked the commissioners for their cooperation on joint ventures and that it was very much appreciated.

Other items discussed were PA system for downtown and a directional sign/kiosk.

Mayor Olson left at 7:23 p.m.

Director Mike McCann reported on the dilemma with using the hotel this year for the craft show and festival of trees. After a meeting with owner, his representative thought it would be in the best interest of both parties not to allow the event at the hotel. The owner also offered a donation towards the event.

A motion was made by Steve Wolf and seconded by Diane Scents to return to the regular order of business at 7:42 p.m.

**MOTION CARRIED**

**CORRESPONDENCE:** A picture appeared in the Valley Free Press that was taken during the ribbon cutting ceremony at the gazebo.

**PUBLIC HEARING:** A public hearing was held for the Budget and Appropriation Ordinance. As there was no one in the audience to give testimony or ask questions, the hearing ended at 7:55 p.m.

A motion was made by Steve Wolf and seconded by Diane Scents to adopt Ordinance 2018-002, the Budget and Appropriation Ordinance for fiscal year 2018/2019.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**TREASURER REPORT:** The following ending cash balances for April 30, 2018 were presented.

Corporate	\$ 10,433.05
Recreation	\$ 14,431.64
Paving & Lighting	\$ 14,639.04
Audit	\$ 1,521.11
Liability Insurance	\$ 21,259.20
Social Security	\$ 4,819.30
Unemployment/Workman's Comp	\$ 2,402.70
IMRF	\$ 3,503.68
Special Recreation Fund	\$ 25,300.77
2016 Bond (funds in checking)	\$-17,142.75
2016 Bond Debt Service	<u>\$ 11,251.08</u>
	\$ 92,418.82

**2016 Bond (Capital Projects) in Money Market**     \$ 82,588.51

**Sandwich Park Foundation Account**

Pay Pal Account for Tennis Court	\$ 22.72
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 6,538.12</u>
Total in SPF Account	\$ 10,485.46

A motion was made by Roberta Troeger and seconded by Jerry Lee Grubman to accept the Treasurer’s Report as presented subject to audit.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

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

Corporate	\$16,912.28	-
Recreation	\$34,276.12	
Social Security	\$ 1,908.46	
IMRF	\$ 2,390.95	
Special Recreation	\$ 2,627.23	
2016 Bond	<u>\$18,596.25</u>	
2016 Bond Debt	<u>\$ 4,262.54</u>	
	\$80,973.83	Total Bills

A motion was made by Dan Hoyt and seconded by Diane Scents to approve the bills as presented.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

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

Mike McCann advised that he is in the process of getting prices for staff shirts. They have decided on the color royal blue or graphite.

**COMMITTEE REPORTS:**

RECREATION: Diane Scents reported on the recreation committee meeting. The sports programs have gone well and the Summer Slam was a success.

There has been some upset by the softball umpires about receiving 1099’s at the end of the year. They have been told that if they work over the \$600 threshold, they will receive a 1099.

The Teen Fest has been rescheduled to the spring of 2019 so that more youth groups in the community have the opportunity to be part of it.

A home schooling group has shown interest in partnering with the park district for art programs.

Bill Novicki and Tom Moulding attended a Kite Fest in order to see how the event is run. The Park District will be giving out kites at the Freedom Days parade with our own kite festival taking place several weeks later.

Freedom Days events were discussed. It was felt by the Board that vendors at the fireworks should be charged a fee.

Drawings for a new mascot for the Park District were reviewed.

An NFL flag football program will be offered on Tuesdays and Thursdays in September and October. Two age ranges will be offered.

The event Beer, Bourbon and BBQ will be held on August 11, 2018

**PARKS:** The parks committee did not meet this month but Steve Wolf advised that the remaining ash trees were treated this year and seem to be holding their own.

**FINANCE:** Todd Latham suggested that the finance committee meet at 6:00 p.m. prior to the August Board meeting to discuss budget.

**CAPITAL DEVELOPMENT:** Todd Latham asked that members review the ADA proposed updates and prioritize them before the next meeting.

**PERSONNEL:** Staff has brought up the question of holiday pay. Currently permanent part-time employees receive 4 hours of pay on a holiday when the District is closed. Some feel that this should be based on the hours they would have worked if it had not been a holiday. The personnel committee was asked to work on this.

**UNFINISHED BUSINESS:** Freedom Days: Mike McCann advised that there are currently 30 entries for the parade. Posters are out in local businesses and Mike has visited WSPY.

The City will sponsor a professional wrestling match before the fireworks from 2-4 p.m. Cost for the event will be \$1,200 which will be paid for by the City.

A schedule will be available for sign-up for taking donations for the fireworks at the gate.

**NEW BUSINESS:** Budget Ordinance: A motion was made by Diane Scents and seconded by Jerry Lee Grubman to adopt Ordinance 2018-002, the Budget and Appropriation Ordinance for fiscal year 2018/2019. This ordinance will be reviewed after six (6 months) and changes, if needed.

ROLL CALL VOTE:

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

MOTION CARRIED

Mascot: Mike McCann presented the idea of Sandy Sasquatch as the new mascot for the Sandwich Park District. The concept will be worked into advertising and a slow reveal will be made to the public.

Marketing Proposal: Mike McCann asked for approval to add a SSL certificate to the Park District website to facilitate secure on-line registrations. This would be added by Kathy Kohler of Willow Marketing at a cost of \$75 per year.

Another marketing proposal suggested by Mike McCann was Constant Contact, an e-newsletter that would go out to all clients of the park district. This would be at a cost of \$32.00 per month. A motion was made by Diane Scents and seconded by Dan Hoyt to authorize the marketing proposals.

ROLL CALL VOTE:

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

Prevailing Wage Ordinance: A motion was made by Diane Scents and seconded by Steve Wolf to adopt Ordinance 2018-003, the Prevailing Wage Ordinance.

ROLL CALL VOTE:

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

Park Foundation Meeting: It was decided to postpone the annual Park Foundation meeting until the July meeting.

There being no further business, a motion was made by Diane Scents and seconded by Roberta Troeger to adjourn the meeting at 8:34 pm. The next regular meeting will be held on July 11, 2018 at 6:30 pm.

MOTION CARRIED

Todd Latham – President

Starr Frederick, Acting Secretary