

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 8, 2018 at 6:34 p.m.

**PRESENT:** Board Members: Todd Latham, Roberta Troeger, Steve Wolf, Dan Hoyt, Bill Clemons and Diane Scents  
 Staff present: Mike McCann, Director, Starr Frederick, Angela Seville, Bill Novicki and Shawn Rickert

**MINUTES:** Copies of the Board Minutes from the July 11, 2018 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Bill Clemons to accept the minutes of the July 11, 2018 meeting as corrected.

MOTION CARRIED

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

**TREASURER REPORT:** The following ending cash balances for July 31, 2018 were presented.

Corporate	\$ 49,535.40
Recreation	\$ 14,370.78
Paving & Lighting	\$ 15,969.68
Audit	\$ 4,712.78
Liability Insurance	\$ 35,330.49
Social Security	\$ 11,790.48
Unemployment/Workman's Comp	\$ 11,101.47
IMRF	\$ 12,195.77
Special Recreation Fund	\$ 37,456.39
2016 Bond (funds in checking)	\$ -1,511.24
2016 Bond Debt Service	<u>\$ 57,273.72</u>
	\$249,874.56

**2016 Bond (Capital Projects) in Money Market** \$ 73,096.84

**Sandwich Park Foundation Account**

Pay Pal Account for Tennis Court	\$ 22.72
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 6,515.40</u>
Total in SPF Account	\$ 10,485.46

A motion was made by Steve Wolf and seconded by Roberta Troeger to accept the Treasurer's Report as presented subject to audit.

**ROLL CALL VOTE:**

Diane Scents, aye    Bill Clemons, aye    Steve Wolf, aye    Dan Hoyt, aye  
 Roberta Troeger, aye    Todd Latham, aye                      6 ayes, 0 nays

MOTION CARRIED

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

Corporate	\$ 7,212.19	-
Recreation	\$ 12,337.64	
Social Security	\$ 1,943.71	
IMRF	\$ 2,541.68	
2016 Bond-Capital Project	\$ 1,812.24	
Special Recreation	<u>\$ 385.12</u>	
	\$ 26,232.38	Total Bills

A motion was made by Bill Clemons and seconded by Steve Wolf to approve the bills as presented.

**ROLL CALL VOTE:**

Bill Clemons, aye Steve Wolf, aye Dan Hoyt, aye Roberta Troeger, aye  
Todd Latham, aye Diane Scents, aye 6 ayes, 0 nays

**MOTION CARRIED**

**DIRECTOR'S REPORT:** Mike McCann presented the Director's report as it appears in Board Packet. Discussion took place in regard to the fish tank as to the size and location. It will be a 30 gallon tank and located in the main lobby foyer.

Todd asked about the fencing program and discussion took place as to the cost and affordability to the community. Mike also mentioned that we may be offering a Tae Kwon Do class next year.

In regard to sending out an additional brochure, the cost would be around \$ 1,000.00 and would not include postage. At this time we will be focusing on our electronic newsletter.

A copy of our August Park Bench newsletter was given to all members present.

Mike McCann indicated he would like to submit a grant application to the DeKalb County Community Foundation for the Spotlight Theatre program which is a new initiative for the Park District. The Park District does not currently have the materials or costumes needed for this program to begin.

We participated in the Chamber Golf outing and Candace Kissel won a basket for furthest drive.

**COMMITTEE REPORTS:**

RECREATION: Mike advised that he would like to change the heading to be Recreation and Marketing. Diane felt that they could incorporate this into their meeting but that the change did not have to take place at the board level.

PARKS: Did not meet. An additional tree has been donated and Bill Novicki is working with the family as to the proper placement.

FINANCE: A Finance Committee meeting took place before the regular August meeting at 6:00 p.m.

CAPITAL DEVELOPMENT: Todd has reviewed the Knights Park ADA plan that was compiled by Recreation Concepts and would like to have some of these improvements made to the Francis Center yet this year. Todd will develop a list of improvements that will be forwarded by email to all board commissioners prior to the next meeting.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Jerry Lee Grubman has resigned as commissioner effective immediately. A press release was placed in the newspaper regarding the opening. No calls have been received on this yet. Discussion was held as to possibly change the length of term for commissioners.

Maintenance department still has an open position for a seasonal worker.

Probationary review was done for Mike McCann by Todd Latham and Steve Wolf. He will supply all the commissioners with a copy of his review along with the Director's goals. A probationary review will be done in September for Angela Seville.

**UNFINISHED BUSINESS:** Mascot Launch: Mike McCann reported that he has had several Facebook live postings for the new mascot, Sandy Sasquatch. The final reveal will be at the last Movie in the Park night.

A Kris Kringle Market will take place on the first weekend in December at the Sandwich Fairgrounds. This is listed on our inside cover of the Fall/Winter Program guide. There will be vendors in some of the buildings interspersed with decorated Christmas trees. Aztec Landscaping is allowing the use of their patio display to be used for fire. This will be the new version of the Festival of Trees and Holiday Craft Show.

Bike Rack: There are still three bike racks left to be installed. More information on the cost to install them will be presented at next month's meeting.

**NEW BUSINESS:** Marketing Update: Shawn Rickert provided a copy of a quote from Vermont Systems to provide a WebTrac software that would allow users to register online for our programs. Registrations could be done online at any time that is convenient for the participants and would thus allow additional time for office staff to improve our marketing outlook. The total quote was for \$13,690.00 and the annual maintenance would be \$1,278.00. Shawn also reported that each of the office computers run on a different version of Windows making it more difficult to share documents. Updating all office computers may be necessary in the future. Vermont Systems is not a credit card processor so we would still need to have a separate processor. She will be obtaining quotes from other companies for this Web based service prior to the next board meeting.

Vehicle Replacement: Bill Novicki informed the board that our Dump Truck currently has had the clutch replaced. The vehicle is a 1999 with 230,000 miles on it. Additional repairs may be needed in the future because of the age. He had looked into a replacement truck that would be smaller; a F450 4x4 with a 9ft bed for approximately \$38,000.00. He would like the board to consider allocating this amount into the next budget for possible future replacement.

Ice Rink: Mike McCann and Bill Novicki met with the volunteer that helps with the ice rink and it was suggested to move the rink from the grassy area to the basketball court. This would be about 1/3 smaller from the previous size. We would also need to purchase a new liner and

brackets. It was suggested to look into putting the rink at Henderson Park instead. Maintaining the rink was a big concern. Discussion also took place as to looking into a grant for funding and also asking the city to help pay for the brackets.

Needs Assessment: It has been over four years since we last had a survey. We would like to have a short survey of about 5-6 questions for the public to comment. Shawn will also look into a Facebook survey. More details will be provided at next month's meeting.

A Foundation Meeting was set for September 12, 2018 at 6:00.

There being no further business, a motion was made by Diane Scents and seconded by Steve Wolf to adjourn the meeting at 8:10 pm. The next regular meeting will be held on September 12, 2018 at 6:30 pm.

**MOTION CARRIED**

Todd Latham– President

Angela Seville, Secretary