

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 10, 2018 at 6:29 p.m.

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

Staff present: Mike McCann, Director, Angela Seville and Bill Novicki

Public Present: Cate Moulton, CPA (Knutte & Associates), Clinton Harris,
Jerry Dudzik, Jill Dudzik & Matt Potter (SGS)

MINUTES: Copies of the Board Minutes from the September 12, 2018 meeting were made available to all the Board Members. A motion was made by Bill Clemons and seconded by Steve Wolf to accept the minutes of the September 12, 2018 meeting as presented.

MOTION CARRIED

CORRESPONDENCE: None

PRESENTATION: Cate Moulton, CPA for Knutte & Associates that prepared our audit for the fiscal year ending April 30, 2018 gave an overview of their findings. She stated that there were no areas of note or deficiency. The financial recordkeeping was very clean and there were no unusual transactions. There were no issues with the structure and they had no areas of concern. She did note that our Special Rec Fund is a newer fund to us so that will be different from our previous years reporting.

PUBLIC COMMENT: SGS Committee was represented by Jerry Dudzik, Jill Dudzik and Matt Potter; they expressed concern over the past season softball field conditions. They stated that at times some of the fields were not accurately lined, pitching mound was not always set for the appropriate length. They also stated that there were large holes left at the pitcher's mound and batter's box that had not been filled in prior to the next game. They had no access to any tools or equipment to fill them in. Weeds were left on field and grass was not regularly cut. They also had concern that the bases were not set properly making the conditions unsafe for sliding. They presented pictures that were passed around for viewing. This year during the summer slam we had a much larger attendance due to more teams that were signed up, subsequently the port-o-lets that we had were not enough. They would like us to have more port-o-lets placed for next year and if possible more centrally located to all fields. They also stated that several people would use the vending machine instead of purchasing through concessions. It was suggested to put a sign on the machine that stated it was out of order during that time. Discussion took place as to why they were just presenting this information to the Director and the Board now and why they had not contacted the Director during the season to resolve these issues earlier. We will review our bylaws and discuss their findings in more detail during the next building and grounds meeting. We will also be reviewing the need for additional volunteers to help with field maintenance and reviewing our 3 year capital planning to allow us time to budget for any improvements.

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

| | |
|-----------------------------|--------------|
| Corporate | \$ 91,513.92 |
| Recreation | \$ 34,049.03 |
| Paving & Lighting | \$ 17,192.46 |
| Audit | \$ 1,789.99 |
| Liability Insurance | \$ 48,241.13 |
| Social Security | \$ 19,192.60 |
| Unemployment/Workman's Comp | \$ 19,652.57 |
| IMRF | \$ 21,103.40 |
| Special Recreation Fund | \$ 48,610.69 |

| | |
|-------------------------------|---------------------|
| 2016 Bond (funds in checking) | \$ 530.51 |
| 2016 Bond Debt Service | <u>\$106,532.35</u> |
| | \$408,408.65 |

2016 Bond (Capital Projects) in Money Market \$ 73,188.47

Sandwich Park Foundation Account

| | |
|----------------------------------|--------------------|
| Pay Pal Account for Tennis Court | \$ 68.47 |
| Freedom Day portion | \$ 3,947.34 |
| Foundation portion | <u>\$ 7,387.85</u> |
| Total in SPF Account | \$ 11,403.66 |

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

ROLL CALL VOTE:

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

MOTION CARRIED

BILLS: The following bills were presented for approval.

| | | |
|---------------------------|------------------|-------------|
| Corporate | \$ 9,995.88 | |
| Recreation | \$ 12,832.50 | |
| Audit | \$ 5,850.00 | |
| Social Security | \$ 1,718.60 | |
| Unemployment/Workers Comp | \$ 1,525.48 | |
| IMRF | \$ 2,498.25 | |
| Special Recreation Fund | \$ 11,127.64 | |
| 2016 Bond-Capital Project | <u>\$ 756.25</u> | |
| | \$ 46,304.60 | Total Bills |

Discussion took place regarding obtaining new bids from other Port-o-let companies for next year to see about having more located at Milestone Park, where to locate them and to have them serviced more often. A motion was made by Steve Wolf and seconded by Roberta Clemons to approve the bills as presented.

ROLL CALL VOTE:

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

MOTION CARRIED

DIRECTOR'S REPORT: Mike McCann presented the Director's report as it appears in the Board Packet. He reported that he has been touring teen centers in the area for ideas. Day of the Dead event is planned for November 2nd. He was invited to speak at the Chamber event in October and will be on WSPY radio again on October 25th. Would like to plan a Holiday staff party. He has been in talks with the wrestling group to hold some type of fundraiser in April that we would receive a percentage of the gate proceeds. There will be a Jr. High night on November 17th held at the Sandwich Middle school. Diane suggested that if he is looking for volunteers that he could speak with Chandra Thorson who leads the NHS students from the high school.

COMMITTEE REPORTS:

RECREATION: Met in October. They reviewed the boy's baseball responsibilities and capital plan. They are looking into survey monkey which allows an online survey of up to 10 questions. The ice rink

is a go as the city has agreed to purchase the stakes. They are looking into having more of high end academy type camp with the sports programs and to host a mother-son dance. Sandy activity books are being planned. The Kris Kringle market has 30 vendors signed up already.

PARKS: Hired Dan Kott who is a retired detective. His first date was October 9, 2018. Bill Novicki stated that Zach will be finished working at the end of December.

FINANCE: Will meet prior to the November board meeting at 5:45 to review a 6 month budget.

CAPITAL DEVELOPMENT: Bill Novicki has meet with IVCC to discuss the ADA improvements that we would like to have done yet this year. Todd Latham stated that the financial software the Park District uses will be obsolete as of June 30, 2020.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS: Has been covered previously.

NEW BUSINESS:

Tax Levy Ordinance: A draft of the Tax Levy Ordinance was presented to the Board to review, it will be discussed at the next Finance meeting in November and presented at the next Board Meeting for approval. A motion was made by Diane Scents and seconded by Roberta Troeger to approve the tentative tax levy subject to tax audit and 30 day display.

ROLL CALL VOTE:

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

MOTION CARRIED

Steve Wolf presented his resignation letter as commissioner effective as of December 31, 2018. A motion by Diane Scents seconded by Dan Hoyt to accept the resignation of Steve Wolf as commissioner effective December 31, 2018.

ROLL CALL VOTE:

Roberta Troeger, aye Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Bill Clemons, nay
4 ayes 1 nays

MOTION CARRIED

Executive Session Personnel: A motion was made by Diane Scents and seconded by Bill Clemons to enter into executive session at 7:44 p.m. under 5 ILCS 120/2 (c) (1) for the appointment, employment, compensation, discipline, dismissal, performance or personal status of employees, officers, and legal counsel for the park district.

A motion was made by Diane Scents and seconded by Bill Clemons to exit executive session at 8:15 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

Clinton Harris introduced himself and stated that he has a potential interest in becoming a Park District Commissioner. He has already picked up his nominating petition packet.

A Finance Meeting was set for November 14, 2018 at 5:45 prior to the Regular Board Meeting.

There being no further business, a motion was made by Diane Scents and seconded by Steve Wolf to adjourn the meeting at 8:27 pm. The next regular meeting will be held on November 14, 2018 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary