

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 12, 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

**MINUTES:** Copies of the Board Minutes from the August 8, 2018 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Steve Wolf to accept the minutes of the August 8, 2018 meeting as corrected.

MOTION CARRIED

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** SGS Committee has postponed their appearance until the October meeting, however we would like to have them give us their proposed items of discussion so we may be able to have the appropriate documentation available.

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

Corporate	\$ 37,616.43
Recreation	\$ 1,402.42
Paving & Lighting	\$ 16,045.19
Audit	\$ 4,885.69
Liability Insurance	\$ 36,096.38
Social Security	\$ 10,670.46
Unemployment/Workman's Comp	\$ 11,695.34
IMRF	\$ 10,708.98
Special Recreation Fund	\$ 38,772.58
2016 Bond (funds in checking)	\$ -713.24
2016 Bond Debt Service	<u>\$ 61,710.41</u>
	\$228,890.64

**2016 Bond (Capital Projects) in Money Market** \$ 74,633.42

**Sandwich Park Foundation Account**

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,236.92</u>
Total in SPF Account	\$ 11,252.73

The Board would like a better explanation of the difference on the 2016 bond and 2016 bond debt service line items, a motion was made by Roberta Troeger and seconded by Dan Hoyt to accept the Treasurer's Report subject to explanation, and subject to audit.

ROLL CALL VOTE:

Steve Wolf, aye      Bill Clemons, aye      Roberta Troeger, aye      Dan Hoyt, aye

Diane Scents, aye Todd Latham, aye 6 ayes, 0 nays

MOTION CARRIED

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

Corporate	\$ 10,598.02	
Recreation	\$ 16,099.05	
Social Security	\$ 1,761.36	
IMRF	\$ 2,293.56	
2016 Bond-Capital Project	\$ 1,602.00	
	\$ 32,353.99	Total Bills

Discussion took place regarding the Beer Bourbon and BBQ (BBBBQ) event. Would like to have more information from the evening to compare for future events. Mike mentioned that he advised Candace to put the donation received by the Sandwich Township towards the expense of the program.

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

ROLL CALL VOTE:

Bill Clemons, aye Roberta Troeger, aye Dan Hoyt, aye Diane Scents, 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. Discussion took place in regard to the purchasing of tents and coolers as to where the funds would come from. Mike will inquire with the city of Sandwich, Police and Fire Dept. and Chamber offices if they would be willing to go in to purchase these items for all to use. Suggestion would be to look into purchasing two smaller tents as opposed to one large tent. Mike handed out a copy of a mind wrapping map with our goals. Todd felt that was a good concept.

A staff planning meeting is scheduled for September, 28<sup>th</sup>. Mike is expecting each department to be involved with some type of event/program on a weekly basis.

Mike also voiced his concern regarding the program staff and coordinators as to why they are earning such a large percentage of the net profit when we have eligible program directors who could also run the programs. Mike is looking into whether it is a structuring issue.

Mike reported that the flag football program had over 25 kids signed up. He had an up-front cost of \$600.00 and will be doing a radio interview to promote this program and other Park District programs.

Mike would like to make sure the salaried staff are completing their time cards appropriately and stated that he would like to reduce the time a staff member is working from home. It is important that we have accurate records for reporting benefits. All time cards and marketing will need to be approved by him first.

**COMMITTEE REPORTS:**

RECREATION: Did not meet. Next meeting will be in October.

PARKS: Met last week and discussed the Bike rack and Ice rink.

FINANCE: Did not meet. Next meeting will be in November.

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 suggested a couple places to start would be a handicap accessible ramp at the front and rear of the building with a possible railing. We need to have wheelchair access to the Pavilion. Bill Novicki will check with IVCC to provide the labor.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Bill Novicki has interviewed several candidates for the Maintenance position and feels he has a couple good potential applicants.

**UNFINISHED BUSINESS:**

Kris Kringle Market will take place on the first weekend in December at the Sandwich Fairgrounds. 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. Diane Scents is also allowing the use of her propane heater.

Ice Rink: The ice rink is planned to be set up on top of the basketball court. A new liner and brackets would need to be purchased. Mike McCann is still waiting to meet with the City of Sandwich as to the possibility of them purchasing 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. This would be a good agenda item for the Rec committee meeting.

Bike Rack: A proposal was presented for the material cost of three concrete bike pads. The proposed locations of the bike racks would be Milestone, Memorial and Patriots parks. IVCC could help with the project at no additional cost. We need to be sure they are ADA compliant. A motion was made by Bill Clemmons and seconded by Roberta Troeger to approve purchasing the material for the bike rack payable from Capital funds.

**ROLL CALL VOTE:**

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

MOTION CARRIED

**NEW BUSINESS:**

Teen Center: Director Mike McCann would like to see a teen center started. He will be contacting other teen centers for information on how they fund their programs. He suggested possibly leasing a vacant building on Rt. 34 that would be closer for kids to attend after school. He is also meeting with the youth pastor at Harvest Chapel to plan events.

Diane scents mentioned that she was contacted by Jeff Hyatt regarding the gravel pile that is at Memorial Park. They have seen many kids playing on and around the pile. They suggested we

should put up more signage. It was also suggested to contact the Sandwich Police Dept. for more traffic control in the area. The Hyatt family also has a fence on their property and has had many years of decay and lack of maintenance and would like the Park District to pay for part of the repair/replacement. It is not the position of the Park District to pay for the fence to be replaced.

A Foundation Meeting was set for October 10, 2018 immediately following the Regular Board Meeting.

There being no further business, a motion was made by Bill Clemons and seconded by Roberta Troeger to adjourn the meeting at 7:59 pm. The next regular meeting will be held on October 10, 2018 at 6:30 pm.

**MOTION CARRIED**

Todd Latham– President

Angela Seville, Secretary