

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 14, 2018 at 6:30 p.m.

PRESENT: Board Members: Todd Latham, Dan Hoyt, Bill Clemons and Diane Scents

Absent Board Members: Roberta Troeger and Steve Wolf

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

Public Present: Shaun Lagge

MINUTES: Copies of the Board Minutes from the October 10, 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 October 10, 2018 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: We have had a lot of views and good comments on our social media postings.

PUBLIC COMMENT: None

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

Corporate	\$ 80,105.24
Recreation	\$ 24,790.82
Paving & Lighting	\$ 17,199.54
Audit	\$ 1,794.71
Liability Insurance	\$ 48,274.50
Social Security	\$ 17,437.73
Unemployment/Workman's Comp	\$ 19,673.02
IMRF	\$ 18,479.48
Special Recreation Fund	\$ 48,657.50
2016 Bond (funds in checking)	\$ 18.01
2016 Bond Debt Service	<u>\$106,599.45</u>
	\$383,030.00

2016 Bond (Capital Projects) in Money Market \$ 71,682.64

Sandwich Park Foundation Account

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,508.83</u>
Total in SPF Account	\$ 11,524.64

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

ROLL CALL VOTE:

Bill Clemons, aye Diane Scents, aye Dan Hoyt, aye Todd Latham, aye

4 ayes, 0 nays

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$ 8,272.57	
Recreation	\$ 10,820.66	
Social Security	\$ 1,775.77	
IMRF	\$ 2,649.18	
2016 Bond-Capital Project	<u>\$ 1,512.50</u>	
	\$ 25,030.68	Total Bills

A motion was made by Bill Clemons and seconded by Dan Hoyt to accept the bills as presented subject to audit.

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye

4 ayes, 0 nays

MOTION CARRIED

DIRECTOR'S REPORT: Mike McCann presented the Director's report as it appears in the Board Packet. He pointed out that we have received a \$5,000.00 grant from the DCCF to be used to start up a youth theatre program. The Day of the Dead event was a success. Bill Clemons made comment regarding the Donut Dash as some participants had been instructed to go in the wrong direction. Mike stated that the race spotters are all volunteers. Bill suggested that we e-mail the race route to participants ahead of time.

COMMITTEE REPORTS:

RECREATION: Did not meet. It was suggested that we follow up with the City of Sandwich regarding the School and City Safe School Grants. We presented them with our bike path plan and there has been no action taken.

PARKS: Meeting was held on November 1, 2018. The concrete pads have been poured for the bike racks, however there was graffiti done on the pad at Patriots Park before it was fully set.

FINANCE: Met prior to the Board Meeting. Next meeting will be February 6, 2019 at 6:00 p.m.

CAPITAL DEVELOPMENT: Need to set up meeting in January 2019 for more discussion.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Summer Events: Synopsis reports are still needed from the summer events, such as BBBBQ and softball.

Girls Softball: Still waiting on end of season report. Discussion took place to review what capital improvements have been made to fields. Would like to have the SGS committee return to the December board meeting to discuss what contract, bylaws and rules they have and are following.

Boys Baseball: Still waiting on end of year report from them. Diane Scents will follow up with Boys baseball for their end of year report and capital improvement plan.

ADA Improvements: Reviewed some of the recommendations from the Capital Plan. We plan to proceed with the improvements to update the front entrance doors and exit from the preschool room.

On-Line Registration: We are still reviewing different software companies.

After Hours Drop Box: Decal has been ordered for the front of the box.

Financial/HR Software: The financial software we currently have will be discontinuing our service on 6-30-2020. We will be researching new software options now so we may budget accordingly.

Annual Conference: IPRA conference is Jan 24-26. Mike McCann will be speaking on both Friday and Saturday. Mike suggested that staff members interested in attending would go one day with no overnight stay covered. Bill Clemons suggested that we offer any new, unelected board members an opportunity to attend the conference if interested. Todd Latham recommended that no board members attend this year to allow funding for the staff to attend. Bill Novicki will be attending both days to earn credit for CEU hours.

NEW BUSINESS:

Final Audit Approval: A motion was made by Diane Scents to approve Final Audit for 2017-2018 completed by Knutte & Associates seconded by Bill Clemons.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye Diane Scents, aye
4 ayes, 0 nays.

MOTION CARRIED

Annual Financial Report: A motion was made by Dan Hoyt to approve the FY 2018 Annual Financial Report seconded by Diane Scents. A copy will be available for view on our website.

ROLL CALL VOTE:

Todd Latham, aye Bill Clemons, aye Diane Scents, aye Dan Hoyt, aye
4 ayes, 0 nays.

MOTION CARRIED

Tax Levy Ordinance: A motion was made by Diane Scents to approve the Tax Levy ordinance #2018-0004 with a total tax levied of \$509,000.00 seconded by Bill Clemons.

ROLL CALL VOTE:

Bill Clemons, aye Diane Scents, aye Dan Hoyt, aye Todd Latham, aye
4 ayes, 0 nays.

MOTION CARRIED

Fall/Winter Events: Mike McCann gave a brief overview of our various fall and winter programs as well as some new programs. The board is still waiting for final reports from flag football and other fall programs and would like to continue to receive them regularly. Diane Scents also asked if our winter/spring guide was completed. Mike McCann stated that the guide is not completed as they are still obtaining information for the new programs. Diane Scents felt that the guide should have already been completed and that we need to have a hard deadline on when information is due.

Freedom Days: The events are being planned for July 6 & 7, 2019 with most all events including the fireworks being planned for Saturday. The Freedom Run will still be held on Sunday. A rain date would then be held on Sunday if needed.

Holiday Schedule: The office will be closed on Monday, December 24 and Tuesday, December 25 for the Christmas holiday. Mike McCann suggested that we maintain office hours for Wednesday, December 26=Friday, December 28 of 9:00 a.m.-12:00 p.m. The board agreed to the hours and stated that any employee using vacation time during those three days would only use a half day.

Employee Thank-You: Staff holiday dinner was discussed and it was decided to not host a dinner this year. A motion was made by Bill Clemons and seconded by Dan Hoyt to purchase 7 \$50.00 and 3 \$20.00 Holiday gift cards from Art's Supermarket and not to exceed \$410.00.

ROLL CALL VOTE:

Diane Scents, aye Dan Hoyt, aye Todd Latham, aye Bill Clemons, aye
4 ayes, 0 nays.

MOTION CARRIED

2019 Meeting Schedule Approval: A Change was made to the Building and Grounds calendar. Finance committee meeting dates will be added to the calendar.

A motion was made by Diane Scents and seconded by Bill Clemons to approve the calendar with changes.

MOTION CARRIED

Executive Session Personnel: A motion was made by Dan Hoyt and seconded by Diane Scents to enter into executive session at 7:54 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.

ROLL CALL VOTE:

Todd Latham, aye Bill Clemons, aye Diane Scents, aye Dan Hoyt, aye
4 ayes 0 nays.

MOTION CARRIED

A motion was made by Diane Scents and seconded by Dan Hoyt to exit executive session at 8:28 p.m.

ROLL CALL VOTE:

Todd Latham, aye Bill Clemons, aye Diane Scents, aye Dan Hoyt, aye
4 ayes 0 nays.

MOTION CARRIED

Community Garden: Question was asked as to whether we would have the garden in the same location next summer. The Gletty Park Gardens will remain in the same location. The City of Sandwich is not ready to discuss the exchange of property at this time.

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 8:34 pm. The next regular meeting will be held on December 12, 2018 at 6:30 pm.

4 ayes 0 nays

MOTION CARRIED