

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, December 12, 2018 at 6:30 p.m.

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

Staff present: Mike McCann, Director, Angela Seville, Bill Novicki, Garland King and Candace Kissel.

**MINUTES:** Copies of the Board Minutes from the November 14, 2018 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Dan Hoyt to accept the minutes of the November 14, 2018 meeting as corrected.

**MOTION CARRIED**

**CORRESPONDENCE:** The Park District has received several Christmas cards.

**PUBLIC COMMENT:** Jerry Dudzik from SGS committee met to discuss the topics presented in the board packet. Discussion took place regarding the field material and conditions. Improvements to fields #1 & #5 were made earlier this year adding a mid-low mix to the field. Jerry Dudzik stated that he felt the field conditions were too hard due to them not being groomed often enough. Bill Novicki mentioned that the fields were groomed during the season before the games, he also noted that he had heard positive comments from those attending the Summer Slam event. Jerry Dudzik suggested to use a lime mix when improvements are made to fields #2 & #3 because it is cheaper. It was suggested to look into the different options of field mix and to perhaps add more staffing or volunteers to help groom the field.

The SGS committee would like to see the vending machines removed or placed elsewhere as they are taking away from the concession revenue. We will look at options for placing vending machine elsewhere. It was suggested to place an out of order sign on the machine during the times the concessions are open.

There is a need for additional Porta Potties during the Summer Slam. We will be researching companies for the 2019 season to verify the service dates and location of the Porta Potties.

They would also like to have updated equipment such as bases, pitching rubber and plugs for the bases. Jerry Dudzik will be submitting a price list with the requested items.

The gravel drive into the park needs to be sprayed for the dust. We will look at having this completed before the season begins.

They would like to have a way to wash dishes at the concession area. The use of a wash basin could be sufficient. The board is also requesting an updated long term Capital Plan from the SGS Committee. Jerry Dudzik will provide an updated plan at the Recreation meeting on February 7, 2019.

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

Corporate	\$ 76,169.84
Recreation	\$ 22,892.47
Paving & Lighting	\$ 17,322.56
Audit	\$ 2,079.65
Liability Insurance	\$ 49,542.23
Social Security	\$ 16,709.56
Unemployment/Workman's Comp	\$ 14,769.33
IMRF	\$ 17,306.86
Special Recreation Fund	\$ 49,738.58
2016 Bond (funds in checking)	\$ 71.76
2016 Bond Debt Service	<u>\$111,229.03</u>
	\$377,831.87

**2016 Bond (Capital Projects) in Money Market** \$ 71,777.97

**Sandwich Park Foundation Account**

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,454.27</u>
Total in SPF Account	\$ 11,470.08

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

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

Angela Seville stated that we had received the final tax distribution for both counties in November and that the 2018 Tax Levy ordinance had been submitted to both counties.

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

Corporate	\$ 5,743.75	
Recreation	\$ 10,999.11	
Social Security	\$ 1,790.45	
Unemployment/Workman’s Comp	\$ 5,887.00	
IMRF	\$ 2,508.96	
Special Recreation	\$ 1,097.66	
2016 Bond-Capital Project	<u>\$ 1,246.25</u>	
	\$ 29,273.18	Total Bills

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

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

Discussion took place regarding the use of petty cash. It was suggested to submit a receipt for reimbursement of any Park District expense when necessary.

**DIRECTOR’S REPORT:** Mike McCann presented the Director’s report as it appears in the Board Packet. He presented the board with copies of the 2019 IParks calendar in which a Sandwich Park District picture that was submitted was used for the month of May.

**COMMITTEE REPORTS:**

RECREATION: Met on December 6, 2018. Diane Scents reported that the committee discussed the following; Boys baseball and reviewed their bylaws, BBBBQ event with no decision being made as to hosting the event next year, Donut Dash, Missoula Theatre, Camp Journey and the Kris Kringle Market.

PARKS: Did not meet. Steve Wolf and Bill Novicki attended a pesticide training seminar and both have received their certification.

FINANCE: Did not meet.

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

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Discussed proper procedure for a Mothering Room including the purchasing of signage and door covering.

A motion was made by Diane Scents and seconded by Bill Clemons to use the Directors office as a mothering room and to purchase proper signage and door covering material as needed.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

Steve Wolf asked how things are going for our new employee Dylan Franciscy and Bill Novicki stated he has been working out good and he plans to stay on through the summer. Bill also mentioned that Zack Haben’s last day will

be December 21<sup>st</sup>. Bill Novicki will be looking into an IDNR Grant that may be available to help cover the cost of seasonal staff.

Steve Wolf mentioned that the section in the Personnel Policy regarding part-time employee sick time still needs to be updated. He will review the policy and meet with Mike and Angie to update.

Bill Clemons asked how one could have access to the recorded executive session meetings. The recorded sessions are available to all commissioners at any time. Steve Wolf could assist in showing how to access them.

**UNFINISHED BUSINESS:**

ADA Improvements: Bill Novicki presented the board with a proposal done by Upland Design Ltd for the Knights Park ADA projects.

A motion was made by Bill Clemons and seconded by Roberta Troeger to approve the proposed scope of services provided by Upland Design for Knights Park and David A. Francis Center ADA Improvements

**ROLL CALL VOTE:**

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

**NEW BUSINESS:**

Kris Kringle Market: Program Coordinator Candace Kissel updated the board on the event. The event was held during a wet and cold weekend which contributed to some vendors leaving early on Saturday and not returning on Sunday. Overall attendance was down as well. The event did net a small profit, but it was suggested to not hold the event at the fairgrounds next year.

Theatre Program: The Theatre program had earned a grant from DCCF. We have contracted with the Missoula Theatre Company to come in June to run their production of Robinson Caruso. They will be auditioning the kids, teaching the class as well as providing the costumes and material needed for production. We have also partnered with the school district to host the two shows at the end of the week.

Steve Wolf will be retiring from the board as of 12-31-18 but will remain on the Sandwich Park Foundation and is willing to volunteer in the parks. Mike McCann presented Steve with a Norfolk Pine tree on behalf of the staff as a token of our appreciation for all his years of dedication to the Sandwich Park District.

There being no further business, a motion was made by Diane Scents and seconded by Steve Wolf to adjourn the meeting at 8:08 pm. The next regular meeting will be held on January 9, 2019 at 6:30 pm.

6 ayes 0 nays  
MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary