

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 9, 2019 at 6:30 p.m.

PRESENT: Board Members: Todd Latham, Dan Hoyt, Diane Scents, Bill Clemons and Roberta Troeger.
Staff present: Mike McCann, Director, Angela Seville, Bill Novicki.

MINUTES: Copies of the Board Minutes from the December 12, 2018 meeting were made available to all the Board Members. A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the minutes of the December 12, 2018 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: Mike McCann reported that Patriots Park sustained damage from a vehicle driving on the property.

PUBLIC COMMENT: None

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

Corporate	\$ 62,600.31
Recreation	\$ (5,554.14)
Paving & Lighting	\$ 17,327.67
Audit	\$ 2,080.26
Liability Insurance	\$ 23,028.02
Social Security	\$ 13,652.52
Unemployment/Workman’s Comp	\$ 13,596.99
IMRF	\$ 13,559.31
Special Recreation Fund	\$ 49,753.25
2016 Bond (funds in checking)	\$ 29.76
2016 Bond Debt Service	<u>\$ 685.20</u>
	\$190,759.15

2016 Bond (Capital Projects) in Money Market \$ 70,259.95

Sandwich Park Foundation Account

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,473.84</u>
Total in SPF Account	\$ 11,489.65

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:

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

BILLS: The following bills were presented for approval.

Corporate	\$ 8,550.64
Recreation	\$ 13,743.64
Liability Insurance	\$ 26,521.00
Social Security	\$ 3,016.14
Unemployment/Workman’s Comp	\$ 1,176.35
IMRF	\$ 3,751.56
2016 Bond-Capital Project	\$ 242.00
2016 Bond-Debt Service Project	<u>\$110,543.83</u>
	\$167,545.16 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:

Roberta Troeger, aye Dan Hoyt, aye Bill Clemons, aye Todd Latham, aye Diane Scents, aye
5 ayes, 0 nays

MOTION CARRIED

Discussion took place regarding line items that are already over the budgeted amount. Diane Scents recommended that moving forward we limit our purchasing until the budget is reviewed. It was also recommended to review the payments to basketball officials to verify that the amount paid is sufficient. Mike McCann stated that he would like all employees involved with the budget planning and also asked staff for any suggestions for capital planning. Mike would also like to revamp the budget to include more of a breakdown on some programs.

DIRECTOR'S REPORT: Mike McCann presented the Director's report as it appears in the Board Packet. Mike added that he and Bill Novicki had visited the Bridge Teen center in Orland Park this week. He would like to see the coordinators promoting our programs directly to the students at the school.

COMMITTEE REPORTS:

RECREATION: Next meeting will be on February 7, 2019

PARKS: Met on January 3, 2019 and discussed the following; ADA proposal and improvements, bike racks, summer employment, and damage at Patriots Park. Bill Novicki received the agreement prepared by Upland Design done for the ADA improvements. Discussed in detail the damage to Patriots Park. The Sandwich Police Department was able to determine who was responsible for the damage and according to Park District policy a fine will be issued in the amount of \$150.00.

FINANCE: Next Meeting will be on February 6, 2019 at 5:45 p.m. to start preparing the budget for the next fiscal year.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

GIRLS SOFTBALL: The board had requested an updated long term Capital Plan and the recommendations for the turf mixture from the SGS Committee. The SGS Committee will be providing these documents at the Recreation meeting on February 7, 2019.

GALA UPDATE: Mike McCann passed out information that was also included in the board packet regarding the online donation process. After a sponsor has donated we need to verify if it is a business or family name that will be used for recognition. A total of 250 invitations are being prepared at a cost of \$175.00. The dress code for the event will be business cool. The next Gala planning meetings will be on Tuesday, January 22 and January 29 at 6:00 p.m.

IDNR GRANT: Bill Novicki mentioned that the IDNR Grant will no longer be available.

NEW BUSINESS:

SUMMER STAFFING: Bill Novicki presented the board members with a proposal that included three different options for staffing in the maintenance department. Todd Latham requested a job description for each of the positions suggested on the proposal. The suggestions will be taken into consideration when budgeting for the next fiscal year.

2019 PIZZO CONTRACT: Pizzo & Associates submitted their 2019 stewardship proposal for Harvey Creek Conservation Area. The services provided are for the months of May through October at a cost of \$7,000.00.

A motion was made by Diane Scents and seconded by Roberta Troeger to accept the 2019 Pizzo & Associates contract at a cost of \$7,000.00 to be paid from capital.

ROLL CALL VOTE:

Bill Clemons, aye Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye
5 ayes, 0 nays

MOTION CARRIED

ANNOUNCEMENT OF CANDIDATES: Angela Seville announced the following candidates for the upcoming election will be Shaun Legge-6 year term, Dan Hoyt-6 year term and Diane Scents-6 year term. No candidates filed for the 4 year unexpired term.

BOARD EVALUATION: The board evaluation will be used during the board retreat. Completed forms are to be returned to Todd Latham.

Board Retreat: A board retreat and capital plan review has been set for Saturday, April 13, 2019 from 8:00-11:00 a.m. Bill Novicki will provide the board with a copy of a replacement plan that is already in place.

PERSONNEL COMMITTEE CHAIR: The personnel committee chair was Steve Wolf, who has retired from the board, so a new personnel committee chair person will be needed to take his place.

A motion was made by Roberta Troeger and seconded by Diane Scents to appoint Dan Hoyt as committee chair of the Personnel Committee.

5 ayes 0 nays

MOTION CARRIED

REVIEW OF EXECUTIVE SESSION MINUTES:

A motion was made by Diane Scents and seconded by Bill Clemons to enter into executive session under 5 ILCS 120/2 (c) (21) the review of closed session minutes. Time being 8:12 p.m.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye
5 ayes, 0 nays

MOTION CARRIED

A motion was made by Dan Hoyt and seconded by Bill Clemons to exit the executive session at 8:21 p.m.

ROLL CALL VOTE:

Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Bill Clemons, aye Dan Hoyt, aye
5 ayes, 0 nays

MOTION CARRIED

After review of executive session Board minutes, the following minutes were released:

November 8, 2017
December 13, 2017
January 10, 2018
January 13, 2018
January 15, 2018
January 16, 2018 (Part A)
January 16, 2018 (Part B)
January 17, 2018
January 23, 2018
January 25, 2018
January 29, 2018
January 30, 2018
April 11, 2018 (Part A)

There being no further business, a motion was made by Diane Scents and seconded by Bill Clemons to adjourn the meeting at 8:23 pm. The next regular meeting will be held on February 13, 2019 at 6:30 pm.

5 ayes 0 nays

MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary