

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, February 13, 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 and Candace Kissel.

Public Present: Shaun Legge and Jason Pruski

**AGENDA:** Dan Hoyt made a recommendation to amend the agenda to add under New Business a staff position adjustment. A motion was made by Diane Scents and seconded by Bill Clemons to approve the addition to the agenda.

MOTION CARRIED

Todd Latham made a recommendation to move the order of the agenda to begin the meeting with the appointment of the Vacant Board Position. A motion was made by Roberta Troeger and seconded by Diane Scents to approve moving the appointment of the Vacant Board Position to the beginning of the meeting.

MOTION CARRIED

**APPOINTMENT OF OFFICERS:** Shaun Legge was appointed Commissioner of the Sandwich Park District to the vacant term expiring on April 30, 2019.

**MINUTES:** Copies of the Board Minutes from the January 9, 2019 meeting were made available to all the Board Members. A motion was made by Bill Clemons and seconded by Dan Hoyt to accept the minutes of the January 9, 2019 meeting as presented.

MOTION CARRIED

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** Jason Pruski was introduced to the members of the board. He has expressed his interest in the vacant board position.

**TREASURER REPORT:** The following ending cash balances for January 31, 2019 were presented.

Corporate	\$ 52,289.45
Recreation	\$ (10,479.11)
Paving & Lighting	\$ 17,331.52
Audit	\$ 2,080.72
Liability Insurance	\$ 23,033.14
Social Security	\$ 12,048.29
Unemployment/Workman's Comp	\$ 13,600.01
IMRF	\$ 11,359.56
Special Recreation Fund	\$ 49,764.31
2016 Bond (funds in checking)	\$ 29.76
2016 Bond Debt Service	<u>\$ 685.20</u>
	\$171,742.85

**2016 Bond (Capital Projects) in Money Market** \$ 70,283.80

**Sandwich Park Foundation Account**

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Gala	\$ 193.90
Foundation portion	<u>\$ 7,474.33</u>

Total in SPF Account \$ 11,684.04

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

**ROLL CALL VOTE:**

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

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

Corporate	\$ 5,808.48	
Recreation	\$ 10,642.25	
Social Security	\$ 1,606.91	
IMRF	<u>\$ 2,202.27</u>	
	\$ 20,259.91	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:**

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

**DIRECTOR'S REPORT:** In addition to the report included in the board packet, Director, Mike McCann reported that we are running a cutest dog contest on Facebook and we currently have over 160 dogs posted. Mike has secured 3 therapy dogs from Fox Valley Therapy dogs to come to the Gala event. We have had a good response with our Facebook page, new likes and quite a few postings. Mike also reported that the Daddy Daughter Dance has had a great response and we are now able to accommodate more families from the wait list.

**COMMITTEE REPORTS:**

**RECREATION:** Met on February 7<sup>th</sup>. Diane Scents reported the following items were discussed at the meeting. Jerry Dudzik attended the meeting and presented his recommendations on the priorities and needs of the Girls Softball program. The board is still waiting on the cap plan from Girls Softball for the future. The recreation committee has recommended to allow one field to try the lime mix and see how it is come next spring. It was also recommended to use volunteers and to have a clean-up day for the field maintenance. The recreation committee also discussed having a meeting with the hotel to see if we can hold future events there.

**PARKS:** Next meeting will be on March 7<sup>th</sup>. Would like to have an estimated cost to add the lime mix to field #2 and would also like to have feedback from parents on their thoughts of the field mix. Bill Novicki reported that the roof on the shelter at Patriots Park is in need of repair and he will have three quotes to present to the board at the next meeting for the cost of repair.

**FINANCE:** Met prior to the board meeting today. Funds are trending in line at 75%. There are a couple of line item overages that we are reviewing for discrepancies.

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

PERSONNEL: Met prior to the board meeting today. Staff evaluations will be conducted in the next month. The next meeting will be on April 10, 2019 at 5:30 p.m.

**UNFINISHED BUSINESS:**

GALA UPDATE: Mike McCann mentioned that he and a few staff members had gone to Country Girl at Edgebrook to finalize some of the details for the Gala event. Discussed what type of award will be given to the recipients. Todd Latham will work with the business to find an award type that is within our price comfort range.

**NEW BUSINESS:**

STAFF POSITION ADJUSTMENT: Dan Hoyt made a motion to eliminate the part-time staff position that was held by Jessica Klimon, and to increase the position of Shawn Rickert from part-time hourly to full-time hourly office manager, there will be no change in rate of pay or job title.

A motion was made by Diane Scents and seconded by Shaun Legge to eliminate the part-time position and to increase Shawn Rickert from part-time hourly to full-time hourly with no change in rate of pay or title.

**ROLL CALL VOTE:**

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

MOTION CARRIED

INTER-GOVERNMENTAL MOVIE EQUIPMENT AGREEMENT: Genoa Township Park District would like to be added to the Inter-Governmental Movie Equipment Agreement between DeKalb Park District, Sandwich Park District and Sycamore Park District that was originally entered into in 2015. Genoa Park District would then pay \$1,049.67 to each of the other Districts.

A motion was made by Diane Scents and seconded by Bill Clemons to approve Genoa Township Park District to enter into the Inter-Governmental Movie Equipment Agreement.

**ROLL CALL VOTE:**

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

MOTION CARRIED

Discussed the need for training with all Park Districts on the proper set up and care of the movie screen at least every two years. Bill Novicki offered to be in charge of such training and will reach out to the other districts to set up the training schedule. Bill Clemons and Dan Hoyt both suggested that the funds received from Genoa Township Park district be set aside for any future repairs for to the movie screen. Todd Latham asked how the movie screen was originally paid for. Angie Seville will verify how the original payment was made for the movie screen.

IAPD/APRA CONFERENCE: Conference reports included in the board packet from Mike McCann, Director, Bill Novicki, Shawn Rickert and Angela Seville were reviewed. Software recommendations will be presented to the board once completed including the costs and annual maintenance fees.

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 7:38 pm. The next regular meeting will be held on March 13, 2019 at 6:30 pm.  
6 ayes 0 nays

MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary