

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, March 13, 2019 at 6:32 p.m.

PRESENT: Board Members: Todd Latham, Dan Hoyt, Diane Scents, Bill Clemons, Roberta Troeger, and Shaun Legge.

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

Public Present: Jason Pruski and Jeff Grey

AGENDA: Todd Latham recommended to move the order of the agenda to begin the meeting with New Business items Boys Baseball, Kathy Kohler and appointment of Jake Pruski then return to regular order.

A motion was made by Roberta Troeger and seconded by Diane Scents to approve the moving the New Business items to the beginning of the meeting then returning to regular order.

6 ayes, 0 nays

MOTION

CARRIED

SANDWICH BOYS BASEBALL: Jeff Grey spoke on behalf of the Sandwich Boys Baseball Association and discussed the previous year enrollment, this year enrollment and current fees. They are looking into running power out of the concession stand to the batting cages and have a volunteer who would do this free of charge. Additionally they are looking at making improvements to the bleachers and dugout roofs. They will be having clean up days on March 23 and 30th. They currently have three teams that will be using the City North fields and would like us to be aware of this as we schedule the fields to be used by other teams. Boys Baseball will be hosting a tournament from July 17-21. The Sandwich Park District will be grading the parking lot. Jeff Grey also mentioned that the Sandwich Boys Baseball will be donating a free registration to Boys Baseball for the Gala event.

WEBSITE MARKETING UPDATE: Kathy Kohler of Willow Marketing Solutions presented an update of our website, she currently does maintenance and editing to our website. A Website maintenance/management program agreement was presented in the amount of \$50.00 per month and additional hours for edits and maintenance billed at a rate of \$25.00 per hour.

A motion was made by Dan Hoyt and seconded by Shaun Legge to approve the website maintenance agreement by Willow Marketing at a cost of \$50.00 per month not to exceed \$1,500.00.

ROLL CALL VOTE:

Todd Latham, aye

Dan Hoyt, aye

Diane Scents, aye

Shaun Legge, aye

Roberta Troeger, aye

Bill Clemons, aye

6 ayes, 0 nays

MOTION CARRIED

APPOINTMENT OF OFFICERS: A motion was made by Diane Scents and seconded by Roberta Troeger to appoint Jason Pruski to the vacant board position expiring in 2021.

Jason "Jake" Pruski was appointed Commissioner of the Sandwich Park District to the vacant term expiring on April 30, 2021.

6 ayes, 0 nays

MOTION CARRIED

MINUTES: Copies of the Board Minutes from the February 13, 2019 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 February 13, 2019 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for February 28, 2019 were presented.

Corporate	\$ 40,302.91
Recreation	\$ (8,296.47)
Paving & Lighting	\$ 17,334.97
Audit	\$ 2,081.13
Liability Insurance	\$ 23,037.73
Social Security	\$ 10,478.83
Unemployment/Workman's Comp	\$ 13,602.72
IMRF	\$ 9,195.91
Special Recreation Fund	\$ 49,774.22
2016 Bond (funds in checking)	\$ 29.76
2016 Bond Debt Service	\$ 685.20
	<u>\$158,226.91</u>

2016 Bond (Capital Projects) in Money Market \$ 70,305.36

Sandwich Park Foundation Account

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Gala	\$ 706.92
Foundation portion	<u>\$ 7,485.47</u>
Total in SPF Account	\$ 12,208.20

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

ROLL CALL VOTE:

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

BILLS: The following bills were presented for approval.

Corporate	\$ 7,573.41	
Recreation	\$ 9,413.96	
Social Security	\$ 1,571.55	
IMRF	<u>\$ 2,165.47</u>	
	\$ 20,724.39	Total Bills

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

ROLL CALL VOTE:

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

Discussion took place on the following items: Cell phone reimbursement, Sandy mascot needs to be expense from both corporate and recreation, IAPD annual dues expense.

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board members.

COMMITTEE REPORTS:

RECREATION: Did not meet

PARKS: Met on March 12, 2019 and reported on the following areas of discussion: summer maintenance staffing, janitorial staff, gardening club and had reviewed the equipment replacement list.

FINANCE: Will meet on April 10 at 5:00 p.m.

CAPITAL DEVELOPMENT: Patriots Park Roof-Not all estimates have been received yet.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

SANDWICH GIRLS SOFTBALL: Discussed allowing volunteers of the Sandwich Girls Softball league to use Park District equipment to maintain the fields prior to games. Each volunteer would need to complete a volunteer form and complete proper training. Equipment usage would be limited to 2-3 users. Mike McCann will be meeting with Jerry Dudzik to discuss these options. Girls Softball Capital plan with estimated cost of expenses is still needed.

2019/2020 BUDGET: Budget will be reviewed on April 10.

NEW BUSINESS:

SPD RETREAT: Will be held on Saturday, April 13 from 8:00-11:00 a.m.

BOARD SELF-EVALUATION: Will be completed at the beginning during the retreat.

EMPLOYEE EVALUATIONS: Once employee evaluations are completed they are to be returned to the personnel committee chair Dan Hoyt.

A motion was made by Diane Scents and seconded by Dan Hoyt to enter into executive session under 5 ILCS 120/2 (c) (21) the review of closed session minutes. Time being 7:53 p.m.

ROLL CALL VOTE:

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

A motion was made by Diane Scents and seconded by Bill Clemons to exit the executive session and return to regular session at 8:53 p.m.

ROLL CALL VOTE:

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

A motion was made by Diane Scents and seconded by Bill Clemons to conduct a time study requiring all employees to use a time clock to record their time beginning Monday, March 18.

ROLL CALL VOTE:

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

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 8:56 pm. The next regular meeting will be held on April 10, 2019 at 6:30 pm.

7 ayes 0 nays

MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary