

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 10, 2019 at 6:29 p.m.

PRESENT: Board Members: Todd Latham, Dan Hoyt, Diane Scents, Bill Clemons, Roberta Troeger, and Shaun Legge. Absent: Jake Pruski
 Staff present: Mike McCann, Director, Angela Seville, and Bill Novicki.
 Public Present: Girl Scout Troop 607.

MINUTES: Copies of the Board Minutes from the March 13, 2019 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Roberta Troeger to accept the minutes of the March 13, 2019 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: Mike McCann presented a Thank You card received from the Sandwich Chamber of Commerce.

PUBLIC COMMENT: Members from Girl Scout Troop 607 were present to speak about the Free Library box that they would like to have placed at Knights Park. Discussion took place on location and the board will make a final decision on placement. Once completed the 3 middle school aged girls will earn their Silver Award. Girls Scout Troop 607 will register the library on the free library website and obtain a plaque. Troop 607 will also maintain the box on a weekly basis. Todd Latham suggested that the board could also help maintain the box and asked for them to put together a schedule. Todd Latham also asked the girls if they knew the history behind who started the free library and why, the girls did not know and will research this. A press release will be included when it is installed.

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

| | |
|-------------------------------|------------------|
| Corporate | \$ 36,579.14 |
| Recreation | \$ (15,407.05) |
| Paving & Lighting | \$ 17,338.68 |
| Audit | \$ 2,081.58 |
| Liability Insurance | \$ 23,042.66 |
| Social Security | \$ 8,798.51 |
| Unemployment/Workman's Comp | \$ 13,957.71 |
| IMRF | \$ 6,914.00 |
| Special Recreation Fund | \$ 49,784.88 |
| 2016 Bond (funds in checking) | \$ 29.76 |
| 2016 Bond Debt Service | <u>\$ 685.20</u> |
| | \$143,805.07 |

2016 Bond (Capital Projects) in Money Market \$ 70,329.24

Sandwich Park Foundation Account

| | |
|----------------------------------|--------------------|
| Pay Pal Account for Tennis Court | \$ 68.47 |
| Freedom Day portion | \$ 3,947.34 |
| Gala | \$ 1,913.70 |
| Foundation portion | <u>\$ 7,486.01</u> |
| Total in SPF Account | \$ 13,415.52 |

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

ROLL CALL VOTE:

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

MOTION CARRIED

BILLS: The following bills were presented for approval.

| | | |
|-----------------|--------------------|-------------|
| Corporate | \$ 6,315.40 | |
| Recreation | \$ 12,068.34 | |
| Social Security | \$ 1,682.20 | |
| IMRF | <u>\$ 2,283.37</u> | |
| | \$ 22,349.31 | 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 Bill Clemons, aye Shaun Legge, aye Dan Hoyt, aye
Todd Latham, aye Diane Scents, aye
6 ayes, 0 nays

MOTION CARRIED

Discussion took place on the following items: Donut Dash donations and LFC Managed Solutions.

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board Members. In addition to the report, Michael McCann added that he will be doing school visits to promote our programs, will be on WSPY radio, attending the Business Expo and has met with Kathy Kohler regarding the website updates. Todd Latham asked about the back page brochure ad and mentioned that we need to have the page filled even if we need to adjust the pricing.

COMMITTEE REPORTS:

RECREATION: Met in April and discussed the following: Girls softball presented the field mix sample and they approved adding that to field #2, eco-fest week and the need to have more structured reporting on the recreation budgets.

PARKS: Did not meet.

FINANCE: Met prior to the board meeting and reviewed the 2019/2020 budget draft. Will meet again prior to the May board meeting.

CAPITAL DEVELOPMENT: Will discuss in more detail at the board retreat meeting on Saturday.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Did not meet. Will need to meet in April to discuss staff evaluations, staffing and job descriptions.

UNFINISHED BUSINESS:

PATRIOTS PARK ROOF: Bill Novicki presented the board with three estimates to replace the roof on the gazebo at Patriots Park. There is no need to do a complete tear off of the roof.

A motion was made by Diane Scents and seconded by Bill Clemons to approve the estimate by Condon Construction of Sandwich, IL in the amount of \$4,750.00 to replace the roof at Patriots Park with a steel roof to be paid out of Capital Funds.

ROLL CALL VOTE:

Bill Clemons, aye Shaun Legge, aye Dan Hoyt, abstain Todd Latham, aye

Diane Scents, aye Roberta Troeger, aye

5 ayes, 1 abstain, 0 nays

MOTION CARRIED

GALA RECAP: The Sandwich Park Foundation first annual Gala event went well and netted a profit of over \$4,200.00. The Foundation will need to have a meeting to determine the proper use of the funds.

ADA IMPROVEMENTS AT KNIGHTS PARK: Bill Novicki presented the board with the Architects design for the improvements at Knights Park to the building and sidewalks within the park. An ad has been placed in the paper for the bids. ADA approval will be held at the May board meeting.

BOARD RETREAT AGENDA: Todd Latham presented a copy of the agenda for the board retreat held on Saturday. A copy will be posted to door and the website.

NEW BUSINESS:

APPOINTMENT OF OFFICERS: Shaun Legge was appointed Commissioner of the Sandwich Park District to the vacant board position expiring in 2021.

6 ayes, 0 nays

MOTION CARRIED

The elected officers will be seated at the May board meeting at which time a re-organization meeting will be necessary. A press release will also be issued.

SANDWICH BOYS BASEBALL: Boys Baseball had their field day last week, we purchased the paint. A plan will need to be developed for the future of the dugouts and the parking lot.

DRAFT BUDGET REVIEW: Draft budget was previously discussed. Next step will be for personnel committee to meet and give their recommendations to the finance committee before a tentative budget can be prepared. At which time the budget will then be on display for public viewing and a public hearing will be held in June.

RESOLUTION FOR THE BORROWING OF FUNDS: A resolution was passed to transfer funds from the Corporate Fund to the Recreation Fund for the purpose of balancing the Recreation Fund for the current fiscal year in the amount of \$15,000.00

ROLL CALL VOTE:

Shaun Legge, aye Dan Hoyt, aye Todd Latham, aye Diane Scents, aye

Roberta Troeger, aye Bill Clemons, aye

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Dan Hoyt and seconded by Roberta Troeger to pass a spending freeze allowing only payroll, utilities and approved expenses to be paid until the next fiscal year.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye

Bill Clemons, abstain Shaun Legge, aye

5 ayes, 1 abstain, 0 nays

MOTION CARRIED

There being no further business, a motion was made by Diane Scents and seconded by Roberta Troeger to adjourn the meeting at 7:58 pm. The next regular meeting will be held on May 8, 2019 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary