

Sandwich Park District Meeting/Board Retreat
1001 N. Latham St, Sandwich, IL 60548
Saturday, April 13, 8 am

Call to Order

Roll Call: Diane Scents, Bill Clemons, Jake Pruski, Roberta Troeger, Dan Hoyt,
Shaun Legge, Todd Latham

Staff Present: Mike McCann

New Business

1. Board

Board Self Evaluation-Completed

Board Members Role-Reference to 70 ILCS, elected and accountable to the taxpayer, board governance and oversight of the Sandwich Park District

Staff Responsibilities-Mike McCann reviewed all park district positions

2. Facilities Life Span Discussion

Item to be documented-HVAC, Roof-all, Parking Lots, Fencing, Backstops, Playground Equipment, Splash Pad-filters and pumps, Shelters, Gazebo, Skate Park, Basketball Courts, Harvey Creek

Full SPD Wide Inventory of items, materials, and supplies

Maintenance review of Park Reporter data

3. Technology Plan

Complete Inventory and age of computers, printers, server, land lines, cell phones

Website-Board Review with feedback

Technology maintenance and replacement plan

Financial Software: maintenance plan and cyber security

On-line registration/payments added to capital plan

All Training/Planning resources and topics: Iparks, IAPD, computer, de-escalation, safety and security, AED CPR Concussion

4. Budget

Review of 2018-2019: Recreation budget challenges with consistent revenues and expenses.

Preschool on higher end always full, culture of cancelling programs, no marketing and hustle, value too much, too little, spending constraints.

Review of Proposed 2019-2020 Budget Options/Opportunities

Budget Schedule

Capital Purchase Requests-Presented by Director McCann

5. Staffing Plans

2018-2019

2019-2020

6. Capital Plan

Use of remaining bond funds-Board individually rank items for plan
Prioritization of Needs
Bonding/Loan Opportunities
Grants-Need for staff to research, generate, and propose grant opportunities
Free Library Location
ADA Projects

7. Director Goals, Time lines, Measured Outcomes set by the board

8. Treasurer/Board Secretary Goals, Time lines, Measured Outcomes set by the board

9. Programs

Mike working on a survey, looking at programmatic needs, adult programming gap,
Review Development Process/Timelines
Recommendations from Staff
Board Program Input-Age, Youth, Men programming
Survey 2020 Budget
Website or iPad Survey
Onsite survey of participants
School Backpack
Town Hall Forum Opportunities
Discounts/Coupons

10. Policy Goals/Review for FY2020

11. Committee Goals for FY2020

12. Strategic Partnership Review

School/IVVC, City, Fire Department, Chamber of Commerce, Police, FVOAS,
Library, YMCA, Fair Association, Churches, Garden Club, Girl Scout/Boy Scout
Businesses, Northwestern Hospital.

Mike Additional comments-cost savings of office positions for custodial
Board discussed option for building and grounds staffing for janitorial and field
preparations.

Motion Diane Scents
Second: Roberta Troeger

Adjournment 11:02 am

Respectfully Submitted,

Todd Latham