

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 8, 2019 at 6:30 p.m.

PRESENT: Board Members: Todd Latham, Dan Hoyt, Jake Pruski, Shaun Legge, Roberta Troeger, and Diane Scents Absent: Bill Clemons
 Staff present: Mike McCann, Director, Angela Seville, Bill Novicki and Candace Kissel

MINUTES: Copies of the Board Minutes from the April 10, 2019 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Shaun Legge to accept the minutes of the April 10, 2019 meeting as presented.

MOTION CARRIED

CORRESPONDENCE: Todd Latham presented a Thank You card received from the Civil War Enactment group.

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for April 30, 2019 were presented.

Corporate	\$ 17,963.74
Recreation	\$ 84.73
Paving & Lighting	\$ 17,257.11
Audit	\$ 2,081.99
Liability Insurance	\$ 23,047.24
Social Security	\$ 7,162.02
Unemployment/Workman’s Comp	\$ 12,645.38
IMRF	\$ 4,697.40
Special Recreation Fund	\$ 49,794.79
2016 Bond (funds in checking)	\$ 29.76
2016 Bond Debt Service	\$ 685.20
	<u>\$135,449.35</u>

2016 Bond (Capital Projects) in Money Market \$ 70,352.35

Sandwich Park Foundation Account

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Gala	\$ 4,001.28
Foundation portion	<u>\$ 7,497.45</u>
Total in SPF Account	\$ 15,514.54

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:

Dan Hoyt, aye Jake Pruski, 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	\$ 15,587.57	
Recreation	\$ 12,886.76	
Paving & Lighting	\$ 85.00	
Social Security	\$ 1,637.92	
Unemployment/Workman's Comp	\$ 1,315.11	
IMRF	<u>\$ 2,217.51</u>	
	\$ 33,729.87	Total Bills

A motion was made by Roberta Troeger and seconded by Jake Pruski to accept the bills as presented subject to audit.

ROLL CALL VOTE:

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

MOTION CARRIED

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 he received a call from a concerned parent stating that her son had been bullied at the skate park. Park staff and Police will monitor the area more frequently. Director McCann spoke with the Timber Creek Hotel and at this time they are not accepting any large bookings. A new location for the Kris Kringle market is still being sought.

Director McCann also put together an annual report that was presented to all Board Members for review. This will also be posted to the website.

A motion was made by Jake Pruski and seconded by Roberta Troeger to take a brief recess to take a group photograph outside at 6:42 p.m.

A motion was made by Diane Scents and seconded by Dan Hoyt to return to regular meeting at 6:45 p.m.

COMMITTEE REPORTS:

RECREATION: Did not meet.

BUILDINGS & GROUNDS: Met on May 2, 2019. It was recommended that a committee member that was present at that meeting put together minutes and forward them to the secretary. Dustin Hansen, a parent of the IVVC dog park design winner, would like to be involved in the Dog Park and has offered to host fundraisers to help fund the Dog Park.

FINANCE: Met on May 6, 2019. Reviewed the tentative budget but no action was taken as there was not a quorum present.

2019-2020 Tentative Budget was presented for review.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve the tentative 2019/2020 budget as presented.

The budget ordinance will be on public display for 30 days.

ROLL CALL VOTE:

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

MOTION CARRIED

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Met on May 6, 2019. Staff evaluations have been completed and goals for the Director and Secretary/Treasurer were presented. The time study is still continuing and the committee is reviewing job titles and work from home guidelines. The Personnel Committee recommended a compensation freeze for the next 6 months subject to review at that time and to eliminate sports supervisor positions.

UNFINISHED BUSINESS:

PATRIOTS PARK ROOF: No update.

ADA IMPROVEMENTS AT KNIGHTS PARK: Two sealed bids had been received, both totals were much higher than expected. Discussed the necessary action needed to re-bid and to possibly separate out the jobs. Legal verification will be needed before proceeding.

A motion by Jake Pruski and seconded by Roberta Troeger to reject the two ADA bids and to refer back to the Building & Grounds committee to review, seek legal guidance and change the scope of the project.

ROLL CALL VOTE:

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

MOTION CARRIED

BOARD RETREAT: A Copy of the Board Retreat Minutes from the April 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 April 13, 2019 Board Retreat meeting as presented.

NEW BUSINESS:

APPOINTMENT OF ELECTED OFFICERS: Diane Scents and Dan Hoyt took the Oath of Office as elected Commissioners of the Sandwich Park District.

6 ayes, 0 nays

MOTION CARRIED

FREEDOM DAYS FIREWORKS: A motion by Diane Scents and seconded by Shaun Legge to approve the agreement with RKM Fireworks Company for the amount of \$9,000.00 to provide the fireworks display at the Sandwich Fair Grounds on July 6, 2019 with a rain date of July 7, 2019.

ROLL CALL VOTE:

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

MOTION CARRIED

PARADE GRAND MARSHAL: Todd Latham suggested the Grand Marshal for the 2019 Freedom Days parade be the following: Mr. Sanmann from the Open Door, Steve Wolf, Sandwich Girls Basketball team and the Sandwich Boys Basketball team. It was recommended to have the basketball teams walk while the two gentleman would be provided a ride.

A motion was made by Shaun Legge and seconded by Jake Pruski to approve the Co-Parade Marshal's as recommended.

6 ayes, 0 nays

MOTION CARRIED

A review of the parade route will be necessary and the Park District will hand out kites during the parade.

CUSTODIAL STAFF POSITION: A motion was made by Dan Hoyt and seconded by Roberta Troeger to create a part-time custodial staff position for 3 days per week, 2 hours per day and not to exceed \$3,120.00 annually.

ROLL CALL VOTE:

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

MOTION CARRIED

REORGANIZATION OF OFFICERS: The reorganization of officers took place.

The Sandwich Park District received a notice that the Open Door had filed a PTAX-300 Application for Non-Homestead Property Tax Exemption with the DeKalb County in connection with property located at 215 S West Street, Sandwich. No action was taken.

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 7:51 pm. The next regular meeting will be held on June 12, 2019 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham– President

Angela Seville, Secretary

REORGANIZATION MEETING
May 8, 2019

The reorganization meeting was called to order at 7:37 p.m. by President Todd Latham

PRESENT: Board Members: Todd Latham, Roberta Troeger, Jake Pruski, Shaun Legge, Dan Hoyt, and Diane Scents
Staff present: Mike McCann, Director, and Angela Seville

A motion was made by Todd Latham and seconded by Diane Scents to appoint Angela Seville President Pro-Tem.

6 ayes, 0 nays

MOTION CARRIED

The President Pro-Tem asked for nominations for President. A nomination was made by Jake Pruski and seconded by Roberta Troeger to nominate Todd Latham as President.

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Diane Scents to close the nominations for President and seconded by Roberta Troeger.

6 ayes, 0 nays

MOTION CARRIED

The President Pro-Tem asked for nominations for Vice President. A nomination was made by Todd Latham and seconded by Diane Scents to nominate Roberta Troeger as Vice President.

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Diane Scents and seconded by Todd Latham to close the nominations for Vice President.

6 ayes, 0 nays

MOTION CARRIED

The meeting was then turned over to President Todd Latham.

A motion was made by Dan Hoyt and seconded by Shaun Legge to hire Angela Seville as Board Secretary/Treasurer.

ROLL CALL VOTE:

Dan Hoyt, aye Jake Pruski, aye Shaun Legge, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye

6 ayes 0 nays.

MOTION CARRIED

Board Meetings are set for the second Wednesday of each month.

Committee assignments were discussed and the following changes were made:

A nomination was made by Dan Hoyt and seconded by Roberta Troeger to nominate Diane Scents as Recreation Committee Chair.

6 ayes, 0 nays

MOTION CARRIED

A nomination was made by Diane Scents and seconded by Dan Hoyt to nominate Shaun Legge as Finance Committee Chair.

6 ayes, 0 nays

MOTION CARRIED

A nomination was made by Todd Latham and seconded by Diane Scents to nominate Jake Pruski as Building & Grounds Committee Chair.

6 ayes, 0 nays

MOTION CARRIED

A nomination was made by Diane Scents and seconded by Shaun Legge to nominate Dan Hoyt as Personnel Committee Chair.

6 ayes, 0 nays

MOTION CARRIED

The reorganization meeting adjourned at 7:45 p.m. and regular board meeting was resumed.

Todd Latham– President

Angela Seville, Secretary