

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, June 12, 2019 at 6:30 p.m.

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

PUBLIC HEARING: A motion was made by Diane Scents and seconded by Shaun Legge to open the floor for a Public Hearing for the Budget & Appropriation Ordinance #2019-001 at 6:30 p.m.

A Public Hearing was held for the Budget & Appropriation Ordinance #2019-001.

As there was no one in the audience to give testimony or ask questions, a motion was made by Diane Scents and seconded by Jake Pruski to close the Public Hearing for Budget & Appropriation #2019-001 at 6:31 p.m.

MINUTES: Copies of the Board Minutes from the May 8, 2019 meeting were made available to all the Board Members. A motion was made by Dan Hoyt and seconded by Shaun Legge to accept the minutes of the May 8, 2019 meeting as corrected.

MOTION CARRIED

Diane Scents questioned if the Sandwich Park Foundation financial information needed to be reported each month under the District Treasurer's Report. The Sandwich Park Foundation will report quarterly to the board the financial information instead of monthly.

CORRESPONDENCE: None

PUBLIC COMMENT: None

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

Corporate	\$ 18,039.89
Recreation	\$ -1,008.41
Paving & Lighting	\$ 17,363.68
Audit	\$ 2,848.89
Liability Insurance	\$ 26,317.67
Social Security	\$ 8,078.72
Unemployment/Workman's Comp	\$ 15,402.71
IMRF	\$ 6,177.54
Special Recreation Fund	\$ 55,657.18
2016 Bond (funds in checking)	\$ 29.76
2016 Bond Debt Service	<u>\$ 12,290.39</u>
	\$161,198.02

2016 Bond (Capital Projects) in Money Market \$ 70,346.48

Sandwich Park Foundation Account

Pay Pal Account for Tennis Court	\$ 68.47
Freedom Day portion	\$ 3,947.34
Gala	\$ 4,051.28
Foundation portion	<u>\$ 7,382.08</u>
Total in SPF Account	\$ 15,449.17

BUILDINGS & GROUNDS: Next meeting will be on July 10, 2019 at 5:30 p.m.

FINANCE: Next meeting will be on August 14, 2019 at 5:30 p.m.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: The time study is still continuing and the committee is reviewing the personnel policy.

Each committee goals for the current year are due to Todd.

UNFINISHED BUSINESS:

Parade Co-Grand Marshal: Co-Grand Marshals have all been notified. Two vehicles will be used and Diane Scents agreed to be one of the drivers.

Director FY2019-2020 Goals: Reviewed Director FY2019-2020 goals as presented in packet.

A motion by Dan Hoyt and seconded by Jake Pruski to approve the Director FY2019-2020 Goals as presented.

Secretary/Treasurer FY2019-2020 Goals: Reviewed Secretary/Treasurer FY2019-2020 Goals as presented in packet. Angie added that additional goals she would like to include for the FY2019-2020 are additional training with the Tax Levy and follow through with finding new financial software for the District. Additionally, the need to complete FOIA and OMA training as required by law will need to be added to the goals for both Director and Sec/Treas.

A motion was made by Diane Scents and seconded by Bill Clemons to approve the Secretary/Treasurer FY2019-2020 Goals as presented with the addition of Tax Levy training, new financial software and the addition of FOIA and OMA training as required to both Director and Secretary/Treasurer FY2019-2020 Goals.

Free Library: The Free Library done by the Girl Scout Troop will be installed on the Knights Park Shelter post until the completion of the ADA improvements.

NEW BUSINESS:

Budget Ordinance: A motion was made by Diane Scents and seconded by Jake Pruski to adopt Ordinance 2019-001, the Budget and Appropriation Ordinance for fiscal year 2019/2020. This ordinance will be reviewed after six (6 months) and changed, if needed.

ROLL CALL VOTE:

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

MOTION CARRIED

Freedom Days: A schedule was made available for sign-up for taking donations for the fireworks at the gate and helping with the parade and Freedom Run. A suggested donation of \$5.00 will be taken at the gates for entry into the fairgrounds. New this year will be a beer tent; Bull Moose will be in charge of the beverages and the District will earn 30% of the sales. Additional security will be needed during the event.

Fire Safety/Inspection: A Fire Safety Inspection was completed and Bill Novicki will have a list and quotes available next month to bring those areas up to code.

Park Flooding: Recent rains have left our parks flooded. The City of Sandwich recently pumped over 22,000 gallons of water out around the shelter area at Knights Park. An Engineering study was completed last year and the recommendations should be reviewed.

Illinois Prevailing Wage: Due to a change in the Illinois Prevailing Wage law, the Sandwich Park District is no longer obligated to file a Prevailing Wage Ordinance each year.

Personnel Policy Changes: Personnel Committee is currently reviewing the personnel policy for changes or additions that may need to be added. Each department may be asked to write up a job description for their area to compare to what is currently in the policy.

Audit: Auditors from Sikich will be here June 17-19 to complete the District audit.

ADA Improvements: Bill Novicki reported that we are ready to re-bid the ADA improvements. There will be two separate bid request advertised and the bid review will take place in July.

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 7:54 pm. The next regular board meeting will be held on July 10, 2019 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham, President

Angela Seville, Secretary