

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 14, 2019 at 6:38 p.m.

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

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

A moment of silence was observed in memory of Jake Pruski.

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

6 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: A thank you card was received from the National Night Out. A suggestion for future events would be to attach a discount type sticker to the water bottles that patrons could use towards services, we could track usage this way.

PUBLIC COMMENT: None

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

Corporate	\$ 52,910.29
Recreation	\$ 8,469.15
Paving & Lighting	\$ 17,807.24
Audit	\$ 3,688.38
Liability Insurance	\$ 40,129.80
Social Security	\$ 15,050.72
Unemployment/Workman's Comp	\$ 26,205.69
IMRF	\$ 16,722.77
Special Recreation Fund	\$ 65,514.31
2016 Bond (funds in checking)	\$ 21.30
2016 Bond Debt Service	<u>\$ 58,505.88</u>
	\$305,025.53

2016 Bond (Capital Projects) in Money Market \$ 60,743.07

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

ROLL CALL VOTE:

Diane Scents, aye Bill Clemons, aye Shaun Legge, aye Dan Hoyt, aye

Roberta Troeger, aye Todd Latham, aye

6 ayes, 0 nays

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$ 25,182.06	
Recreation	\$ 12,681.41	
Paving & Lightning	\$ 85.00	
Audit	\$ 2,400.00	
Social Security	\$ 2,816.55	
IMRF	\$ 3,191.93	
Special Recreation	\$ 11,967.79	
2016 Bond Capital Project	<u>\$ 8,382.56</u>	
	\$ 71,724.02	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:

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

MOTION CARRIED

Discussion regarding fuel purchases. A suggestion was made to check with the City of Sandwich and the Sandwich Schools as they have a mutual agreement with their fuel usage and to also check with the Sandwich Township regarding an agreement. Further discussion will be moved to the Building and Grounds Committee.

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board Members. Mike McCann added that KRSA had their audit completed and provided printed documents for all to review. We received our first inclusion bill from KSRA as they provided a staff member for a child during our summer camps. Payment can be made with funds from the Special Recreation Fund balance. For future budgeting purposes we should allocate another line item specifically for other expenses.

COMMITTEE REPORTS: Committee Members were also asked to state the committee goals.

RECREATION: Diane Scents reported that the committee goals are to maintain brochure timeline, work with staff on programs and update programs when necessary and to maintain program budget guidelines.

Recreation meeting was held on August 1, 2019.

Discussed Brochure timelines, new programs and completed programs, special events, and the DCCF grant application.

BUILDINGS & GROUNDS: Building and Grounds Committee chair will be Bill Clemons.

Bill Clemons reported the committee goals are to maintain all our parks and grounds, provide guidance and suggestions for capital improvements.

FINANCE: Shaun Legge reported the committee goals are to ensure we are conforming with all legal financial reporting responsibilities, utilize upcoming program financial reporting to identify any areas of opportunity, ensure timely financial reporting is supplied to board to assist in decision making, help

Investment Planning: A motion was made by Shaun Legge and seconded by Diane Scents to invest \$50,000.00 into a certificate of deposit with a financial institution that offers the best rate for a term not to exceed 6 months with no penalty or a reduced penalty for early withdrawal. Shaun Legge, Committee Chair, Todd Latham, Board President and Angela Seville, District Treasurer will be the three members authorized to invest into a certificate of deposit on behalf of the Sandwich Park District.

ROLL CALL VOTE:

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

MOTION CARRIED

DCCF Grant: Director, Mike McCann mentioned that he would like to apply for the fall DeKalb County Community Foundation community needs grant. After discussion it was recommended that the grant request be used to upgrade our registration equipment.

Bee Hive Project: Bill Novicki proposed adding bee hives to Harvey Creek Park. Hives will be maintained by Park District maintenance staff. They can then be used for educational purposes. More information will be needed regarding the cost and ownership of the hives. Bill Novicki will provide more details for the next meeting.

Taste of Sandwich: Taste of Sandwich will be held on Wednesday, September 25th. Sandwich Park District will hand out water bottles and flyers. Vendors may be assessed a \$20 fee.

Memorial Tree: A memorial tree at Veterans' Park was recently removed. Bill Novicki contacted the family prior to removal and they have agreed to pay for a replacement tree. The family also has a sundial that was previously located in the park that they would like to have placed back at Veteran's Park.

Master Plan: Our current Parks & Recreation Master Plan was developed for use from 2015-2020. A copy of the plan will be sent to all board members for review on updating and revising.

Work from Home Policy: Dan Hoyt presented a copy of recommended changes to the existing Personnel Policy Section 2.11 Telecommuting/Work from Home. The personnel committee will revisit the policy with suggested additions and present at the next meeting.

There being no further business, a motion was made by Diane Scents and seconded by Bill Clemons to adjourn the meeting at 8:23 p.m.

The next regular board meeting will be held on September 11, 2019 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary