

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 11, 2019 at 6:30 p.m.

**PRESENT:** Board Members: Todd Latham, Shaun Legge, Diane Scents, Roberta Troeger, Dan Hoyt and Bill Clemons (arriving at 7:00p.m.)

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

**MINUTES:** Copies of the Board Minutes from the August 14, 2019 meeting were made available to all the Board Members. A motion was made by Roberta Troeger and seconded by Diane Scents to accept the minutes of the August 14, 2019 meeting as presented.

5 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** A notice of branches near the Veteran's Gazebo was reported by Gary Augustine. Our maintenance department was already aware of the issue and has since taken care of the branches. Pizzo and Associates had notified the maintenance department of illegal dumping of grass clippings at Harvey Creek Park. Bill Novicki has reached out to the church that has property in that area with no response yet.

**PUBLIC COMMENT:** None

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

Corporate	\$ 31,200.70
Recreation	\$(10,964.52)
Paving & Lighting	\$ 7,573.22
Audit	\$ 3,825.20
Liability Insurance	\$ 30,717.97
Social Security	\$ 13,755.98
Unemployment/Workman's Comp	\$ 16,698.47
IMRF	\$ 15,295.70
Special Recreation Fund	\$ 55,250.33
2016 Bond (funds in checking)	\$ 10.45
2016 Bond Debt Service	<u>\$ 60,554.61</u>
	\$223,918.11

**2016 Bond (Capital Projects) in Money Market** \$ 59,764.05

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

**ROLL CALL VOTE:**

Shaun Legge, aye      Diane Scents, aye      Roberta Troeger, aye      Dan Hoyt, aye

Todd Latham, aye

5 ayes, 0 nays

MOTION CARRIED

Discussed the Rec Fund budget and the plan moving forward; Mike McCann added that staff has been reviewing programs and making adjustments when needed. Program enrollments and program expenses need to be reviewed and compared to previous years. Program budget sheets are needed at the end of each program to determine whether the program needs to be adjusted. Reviewing the history of the tax levy rates will be beneficial for preparing the upcoming tax levy.

**BILLS:** The following bills were presented for approval.

Corporate	\$ 10,394.88	
Recreation	\$ 21,327.21	
Paving & Lightning	\$ 255.00	
Social Security	\$ 1,786.46	
IMRF	\$ 2,099.33	
Special Recreation	\$ 1,318.06	
2016 Bond Capital Project	<u>\$ 1,010.85</u>	
	\$ 38,191.79	Total Bills

A motion was made by Diane Scents and seconded by Dan Hoyt to accept the bills as presented subject to audit.

ROLL CALL VOTE:

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

MOTION CARRIED

Discussion regarding various line item expenses for the summer camps. A bottom line report for each week of camp was previously requested and is still needed to be reviewed. Discussed the golf program enrollments and instructor reimbursement.

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Director, Mike McCann added that he will be attending schools in Plano and Somonauk during their lunch hours to promote our programs.

**COMMITTEE REPORTS:**

RECREATION: None

**BUILDINGS & GROUNDS:** Building and Grounds Committee met and has made a recommendation to approve the ADA Improvement option to Lite Construction out of Montgomery, IL to perform the concrete work at the entrance in the amount of \$10,462.00.

A motion was made by Diane Scents and seconded by Roberta Troeger to accept the ADA change order #1 to Lite Construction, Inc. in the amount of \$10,462.00 to perform the concrete work at the entrance of the David A Francis Center to meet the ADA requirements.

ROLL CALL VOTE:

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

MOTION CARRIED

Amend the previous motion to include the payment of \$10,462.00 will be made from the 2016 Bond Funds.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

Building and Grounds Committee also discussed roof repairs to the Knights Shelter that will be completed by IVVC and seal coating at the Splash Pad parking lot. Discussed Memorial Park fencing and issues regarding kids playing on the bins and cars parked in areas not designated for parking. Additional discussions with Boys Baseball committee will be needed for a solution.

A motion was made by Shaun Legge and seconded by Bill Clemons to amend the agenda to add and accept the seal coating bid of the Splash Pad parking lot to American Seals and Striping out of Leland, IL in the amount of \$3,201.00 to be paid out of Paving and Lighting Fund.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**FINANCE:** None

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

**PERSONNEL:** None

**UNFINISHED BUSINESS:**

ADA Projects: All projects were previously discussed.

Capital Plan Review and Prioritization: Director, Mike McCann will need to update the Capital Plan and e-mail the plan to all members prior to the next board meeting.

Master Plan: The current plan and previous survey will need to be updated and a new survey completed.

Property Assessment Appeal: Local units of government were contacted and not all wanted to appeal the current assessments. Legal cost was too high for us alone to appeal. Director, Mike McCann is to set up a meeting between local units of government to develop an intergovernmental agreement for future property tax appeal planning.

A motion was made by Diane Scents and seconded by Bill Clemons to have Director, Mike McCann contact our legal counsel to draft an intergovernmental agreement for property tax appeals that would include the costs and billing for each taxing body and to host a meeting with the other taxing bodies to

discuss the agreement by next board meeting, with the cost of obtaining a draft agreement to be paid from Corporate Funds.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

Bee Hive Project: Bill Novicki recently went to the Fox Valley Park District to look at their bee hives and reported that they own their equipment and they do not sell any of the product.

Dan Hoyt has agreed to donate two hive boxes to be used toward the bee hive project. Bees and equipment will need to be purchased. It was suggested to have a kennel or fencing around the boxes. Fox Valley Park District has agreed to allow us to borrow some of their equipment for educational purposes if needed. Bill Novicki has also looked into related grants for startup.

By a show of hands, all six commissioners were in favor of allowing Bill Novicki to move forward with the startup of the bee hives to be placed at Harvey Creek Park.

Work from Home Policy: An update with appropriate wording to personnel policy 2.11 Work from Home/Telecommuting was given to all members.

A motion was made by Bill Clemons and seconded by Roberta Clemons to approve the change to Personnel Policy 2.11 Work from Home/Telecommuting as presented to be updated and effective immediately. .

6 ayes, 0 nays

**MOTION CARRIED**

Copies of the change will be given to all employees.

**NEW BUSINESS:**

Website Maintenance Agreement: We had requested Willow Marketing Solutions to have videos uploaded to our website. As this is not part of our current website maintenance agreement there would have been additional fees involved with the uploading of the videos. Director, Mike McCann would prefer to have Shawn Rickert, office manager, trained in this area, so we can do the uploading in house. Clarification is needed as to what updates are included in our current contract and a new contract may need to be prepared outlining what training costs will be, what updates are included in the monthly cost and would include a start and ending date for the contract. Director, Mike McCann will contact Kathy Kohler at Willow marketing Solutions and provide and update at the next board meeting.

Review of Executive Session Minutes:

A motion was made by Diane Scents and seconded by Shaun Legge at 8:08 p.m. to suspend the regular order of business and enter into EXECUTIVE SESSION: 5 ILCS 120/2 (c) (21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

A motion was made by Bill Clemons and seconded by Diane Scents to exit executive session and return to regular session at 8:17 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

After review of executive session Board minutes, the following minutes were released:

April 11, 2018 (B)

October 10, 2018

January 9, 2019

March 13, 2019

ROLL CALL VOTE:

Roberta Troeger, nay	Dan Hoyt, aye	Todd Latham, aye	Bill Clemons, aye
Shaun Legge, aye	Diane Scents, aye		
5 ayes, 1 nays			

MOTION CARRIED

A motion was made by Diane Scents and seconded by Dan Hoyt at 8:20 p.m. to enter into executive session under ILCS 120/2(c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Diane Scents and seconded by Bill Clemons to exit executive session and return to regular session at 8:44 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

IAPD/IPRA Soaring to New Heights Conference: Copies of the IAPD/IPRA Conference schedule were made available to all members to review prior to next board meeting to determine which sessions may be recommended to attend.

There being no further business, a motion was made by Diane Scents and seconded by Roberta Troeger to adjourn the meeting at 8:46 p.m.

The next regular board meeting will be held on October 9, 2019 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary