

October 9, 2019

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 9, 2019 at 6:30 p.m.

**PRESENT:** Board Members: Dan Hoyt, Bill Clemons, Todd Latham, Diane Scents, Shaun Legge and Roberta Troeger (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 September 11, 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 September 11, 2019 meeting as presented.

5 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** We received a thank you from a family that held a celebration of life at Harvey Creek Park.

We had several families that were thankful for the Facebook post regarding the soccer rain delay policy.

Dan Hoyt spoke with Marcia Mall regarding drainage issues, Mid-West Dirt Works has been contacted for an estimate.

**PUBLIC COMMENT:** None

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

Corporate	\$ 82,646.82
Recreation	\$ 24,024.58
Paving & Lighting	\$ 4,735.38
Audit	\$ 6,511.34
Liability Insurance	\$ 42,169.23
Social Security	\$ 21,581.97
Unemployment/Workman's Comp	\$ 25,808.38
IMRF	\$ 28,025.82
Special Recreation Fund	\$ 65,522.60
2016 Bond (funds in checking)	\$ 71.70
2016 Bond Debt Service	<u>\$ 99,457.46</u>
	\$400,555.28

**2016 Bond (Capital Projects) in Money Market** \$ 58,586.15

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

**ROLL CALL VOTE:**

Diane Scents, aye    Shaun Legge, aye    Dan Hoyt, aye    Bill Clemons, aye    Todd Latham, aye  
5 ayes, 0 nays

MOTION CARRIED

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

Corporate	\$ 7,489.74
Recreation	\$ 11,641.52
Paving & Lightning	\$ 3,201.00
Social Security	\$ 1,827.46
Unemployment/Workman's Comp	\$ 545.34
IMRF	\$ 2,213.75
Special Recreation	\$ 10,244.40
2016 Bond Capital Project	<u>\$ 1,138.75</u>
	\$ 38,301.96 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:**

Shaun Legge, aye Dan Hoyt, aye Bill Clemons, aye Todd Latham, aye Diane Scents, aye  
5 ayes, 0 nays MOTION CARRIED

Discussed the analysis charge assessed by the bank for ach online processing.

**DIRECTOR'S REPORT:** Director, Mike McCann reported on upcoming events. Nightmare before Christmas movie will be held on Friday, October 11 at the Opera House, over 60 tickets have been pre-purchased for the movie. Opera House will not charge us for the use of the building, we will include their upcoming events in our brochure. Next movie night will be December 20 showing the movie Elf. Other events in October will be Jr High Night, Donut/Doggie Dash, and Halloween Harvest Fest. Day of the Dead will be held in November and final details are being put together for "A Sandwich Christmas". The board would still like Director, Mike McCann to send out a weekly e-mail update on Fridays. Staff should reach out to board members to keep them updated on programs and when additional help may be needed.

**COMMITTEE REPORTS:**

**RECREATION:** Recreation Committee met on October 3 and discussed program bottom-line reporting and what information is included, such as the administration fee and coordinator fee. Each program will have a "how to" list created and made available to all. Program Coordinator was commended for stepping up while the Sports Coordinator was out of office on a short medical leave. Discussed the brochure timeline as the deadline is this Friday. Director, Mike McCann reported that he has been working with the staff to review the recreation fund. Angela Seville presented an overview of the recreation fund that highlighted some of the areas and showed the revenue versus expenses from 2014 through the current year. No action was taken, the report is for the board to review.

**BUILDINGS & GROUNDS:** Diane Scents asked about resurfacing Harvey Creek Park as there are a few potholes. This will be discussed again when reviewing the capital plan.

**FINANCE:** 2020 Tax Levy proposal will be presented at the November board meeting, and a public hearing will be in December. We will be participating in a tax levy webinar on Wednesday, October 16 at 11:30 a.m. Annual audit will need to be re-bid.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: Review policy for legalization of marijuana.

PERSONNEL: None

**UNFINISHED BUSINESS:**

ADA Projects: Bill Novicki reported that a building permit was filed and all fees were waived. The doors for Knights Building have been ordered and the sidewalk in front of the doors at Knights Building will be replaced soon. Just in Time has expressed interest in purchasing the doors. O'Neill glass is providing an estimated value of the doors.

Capital Plan Review and Prioritization: Director, Mike McCann presented a capital plan with projected ideas. An updated capital plan was to be submitted prior to the board meeting. Angela Seville had updated the previous capital plan and presented a copy to all board members. President, Todd Latham highlighted areas within the capital plan as some projects may need to be put on hold.

The remaining funds in the bond will need to be used for updating the financial software. The focus for the next bond should be for the Knights Park flooding, Milestone parking lot, Memorial parking lot. Bill Novicki expressed concern over the maintenance vehicle replacement plan as the older van now needs some repair, this is the only covered vehicle they have for transporting items. President, Todd Latham noted that the van was not part of the original fleet of vehicles for the maintenance department but kept for the Maintenance department to use.

The capital plan should be updated and presented to the board by the Director and include the vehicle replacement.

Master Plan: The previous survey needs to be updated.

Audit/AFR- Angela Seville reported that she has been in contact with the auditor and they are working on getting the draft to us. We need to verify what the deadline is to file our AFR.

Website Maintenance Agreement: Director, Mike McCann spoke with Kathy Kohler regarding our agreement. A maintenance agreement is still needed that includes what our costs cover and outlines what services are covered. The agreement needs to be signed by both parties and include dates of service coverage

PTAB Update: A meeting took place on October 8 between local taxing bodies interested in pursuing an intergovernmental agreement regarding appealing the tax assessments. Our current legal counsel does not handle this type of agreement, so we did not pursue having a draft prepared. All parties will meet again to continue discussing the intergovernmental agreement.

**NEW BUSINESS:**

Tax Levy: The tax levy ordinance will be presented to the board at the November meeting.

Ice Rink: By a majority vote the ice rink will be placed on the basketball court again this year. The City of Sandwich will be purchasing the liner this year. Would be good to let the community know that this could be the last year for the ice rink.

IAPD/APRA Conference: The annual IAPD/IPRA conference will be held January 24 & 25, 2020. It is recommended that any commissioners who have not been able to attend in the past attend this year. Diane Scents expressed interest in attending and offered to cover her own expenses. Other commissioners that have not attended are Dan Hoyt and Shaun Legge. Staff attending will be Director, Mike McCann, Bill Novicki and Candace Kissel. Will review the budget to determine if other staff will be able to attend.

Vacant Commissioner Position: The vacant commissioner position will need to be filled. President, Todd Latham has contacted one individual who has expressed interest.

Bill Clemons added that he would like the Park District to acknowledge the Open Door for their willingness to help fill the eggs for the Harvest Fest/Egg Hunt.

Executive Session Personnel: A motion was made by Diane Scents and seconded by Bill Clemons at 8:09 p.m. to enter into executive session under 5 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:**

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

**MOTION CARRIED**

A motion was made by Diane Scents and seconded by Dan Hoyt to exit executive session and return to regular session at 8:27 p.m.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 8:28 p.m.

The next regular board meeting will be held on November 13, 2019 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary