

BUILDINGS & GROUNDS: Next meeting will be January 9, 2020.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Dan Hoyt, committee chair reported that the personnel policy is being reviewed for any additional updates.

UNFINISHED BUSINESS:

Capital Plan Prioritization: An updated Capital plan was presented to all members for review. Bill Novicki reported that he attended a meeting with the City of Sandwich regarding the Little Rock Watershed which could affect the drainage around Knights Park.

Funds from the 2016 Capital Bond will be used for updating our financial software and office computers. Director, Mike McCann was asked to provide an inventory on the office computers. Other items within the Capital Plan will be reviewed for the next bond.

Master Plan Review and Update: Director, Mike McCann presented a copy of the previous needs assessment survey and would like feedback from board members regarding changes, edits or updates. President, Todd Latham noted that the board members would also need to review the previous master plan and to look at the long range plan for the district. Director, Mike McCann was asked to share with the board the previous master plan binder information.

Website Maintenance Agreement: An updated monthly security maintenance agreement was provided by Willow Marketing outlining the scope of work performed each month. Director, Mike McCann spoke with Kathy Kohler of Willow Marketing regarding the questions concerning her time and has assured him that what is stated in the agreement is standard and is adequate time to complete our monthly maintenance and website updates.

A motion was made by Roberta Troeger and seconded by Diane Scents to approve the agreement by Willow Marketing for Website Monthly Security Maintenance at a cost of \$50.00 per month and the Willow Marketing agreement for Website Onsite Monthly Management at a cost of \$150.00 per month for up to 6 hours of website editing with any additional services needing prior approval. Both agreements will be retroactive to March 13, 2019.

ROLL CALL VOTE:

Todd Latham, aye Diane Scents, aye Shaun Legge, aye Roberta Troeger, aye Dan Hoyt, aye
5 ayes, 0 nays

MOTION CARRIED

Both Website monthly agreements will need to be reviewed for renewal in February 2020.

Tax Appeal Review: President, Todd Latham has filed an appeal on behalf of the Sandwich Park District for one of the tax assessments received. We are waiting on documentation on when a hearing may be scheduled. Todd Latham has also spoken to local governmental bodies regarding the

assessments. Shaun Legge, commissioner, has prepared a document outlining all of the assessments received to date and the estimated overall loss to the Sandwich Park District.

A motion was made by Diane Scents and seconded by Shaun Legge to direct President, Todd Latham to file a letter to appeal two new assessments and any future assessments on behalf of the Sandwich Park District.

5 ayes, 0 nays

MOTION CARRIED

Financial Software: Angela Seville supplied an updated copy of respectable financial software companies that have provided quotes. Two financial web presentations were viewed since the last board meeting. Discussed the various companies and a question regarding whether our server would need to be updated or to allow the company to provide web hosting. During this time a phone call was placed to Lincoln Ekle, of LFC Managed Solutions, whom suggested to have the financial company provide web hosting. Lincoln also stated our current server will no longer be supported as of January 14, 2020.

A motion was made by Roberta Troeger and seconded by Dan Hoyt to approve the contractual agreement with Specialized Data Systems (SDS) to provide financial software as proposed at a cost of \$12,000.00, estimated training expenses at a cost of \$3,185.00, and annual maintenance costs of \$4,400.00.

ROLL CALL VOTE:

Diane Scents, aye Shaun Legge, aye Roberta Troeger, aye Dan Hoyt, aye Todd Latham, aye
5 ayes, 0 nays

MOTION CARRIED

NEW BUSINESS:

Tax Levy: The 2019/2020 Tax Levy was presented for review. The written dollar amount on page four will need to be corrected.

A motion was made by Shaun Legge and seconded by Diane Scents to approve the corrected Tax Levy Ordinance #2019-002 with a total tax levied of \$530,286.00.

ROLL CALL VOTE:

Shaun Legge, aye Roberta Troeger, aye Dan Hoyt, aye Todd Latham, aye Diane Scents, aye
5 ayes, 0 nays

MOTION CARRIED

Lightning Detection Agreement: A previous agreement with Earth Networks was approved in June 2016 to provide annual maintenance at a cost of \$1,500.00 per unit, which would be a total of \$3,000.00 per year. Earth Networks had failed to bill the Sandwich Park District in previous years and therefore, have now requested payment for the 2019 maintenance agreement. Due to the miss communication, Earth Networks has agreed to accept a payment of \$1,500.00 for this current year.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve the 2019 Maintenance agreement to Earth Networks in the amount of \$1,500.00.

ROLL CALL VOTE:

Roberta Troeger, aye Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Shaun Legge, aye
5 ayes, 0 nays

MOTION CARRIED

Personnel Policy Updates: Committee Chair, Dan Hoyt, presented a first reading of proposed changes to the personnel policy.

A motion was made by Diane Scents and seconded by Shaun Legge to approve the proposed changes to personnel policy 3.0-Work Day, 3.1-Work Week, and 3.8-Overtime.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Shaun Legge, aye Roberta Troeger, aye
5 ayes, 0 nays

MOTION CARRIED

An updated copy of the personnel policy will be e-mailed to all employees and board commissioners.

Polar Plunge: Bill Novicki is requesting permission to attend the Yorkville Special Olympics Polar Plunge on March 1, 2020. In prior years the Special Olympics has borrowed Sandwich Park District equipment such as fencing, cones and posts and our maintenance staff has helped to set up the event. Discussion took place regarding the direct connection and involvement between the Park District and Special Olympics and with this event specifically.

ROLL CALL MAJORITY VOTE:

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

MOTION CARRIED

A letter by the Special Olympics will be needed outlining the recommended items needed for the event with parameters for our maintenance staff assistance.

Holiday Schedule: Discussion took place regarding the office hours during the holiday week. Monday, December 23rd will be a regular work day while Tuesday, December 24th and Wednesday, December 25th are closed and considered holidays per the personnel policy.

A motion was made by Shaun Legge and seconded by Roberta Troeger to approve the closing of the Sandwich Park District office on Tuesday, December 31st for 2019 only. This will be considered a holiday with no employee benefit usage needed.

5 ayes 0 nays

MOTION CARRIED

Grants: Director, Michael McCann wanted more clarification from the board as to what types of grants they would like to see the district apply for as this is very time consuming. It was suggested that the director review the capital plan for areas and to discuss with the staff upcoming needs of the district. It was also suggested that the director should attend the upcoming seminar at the annual conference on grant writing.

Key System: Bill Novicki reported that after receiving quotes regarding an electronic key system that the district would not be able to add a change order to our current ADA project nor would we be able to use the designated funds to finance the upgrade.

Executive Session Personnel: A motion was made by Diane Scents and seconded by Dan Hoyt at 8:45p.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 Shaun Legge, aye Roberta Troeger, aye Dan Hoyt, aye
5 ayes, 0 nays **MOTION CARRIED**

A motion was made by Diane Scents and seconded by Shaun Legge to exit executive session and return to regular session at 9:13 p.m.

ROLL CALL VOTE:

Roberta Troeger, aye Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Shaun Legge, aye
5 ayes, 0 nays **MOTION CARRIED**

A motion was made by Shaun Legge and seconded by Diane Scents to have the Treasurer/Secretary report directly to the board of commissioners of the Sandwich Park District.

A motion was by Diane Scents and seconded by Roberta Troeger to compensate Bill Novicki while he was acting as Interim Director at an hourly rate between his and the current director retroactive to the hours worked as Interim Director only.

ROLL CALL VOTE:

Dan Hoyt, aye Todd Latham, aye Diane Scents, aye Shaun Legge, aye Roberta Troeger, aye
5 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 9:16 p.m.
5 ayes 0 nays **MOTION CARRIED**

The next regular board meeting will be held on January 8, 2020 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary