

January 8, 2020

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 8, 2020 at 6:30 p.m.

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

Staff present: Michael McCann, Director, Bill Novicki and Angela Seville.

MINUTES: Copies of the Board Minutes from the December 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 December 11, 2019 meeting as corrected.

5 ayes, 0 nays, 1 Abstain

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

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

Corporate	\$ 52,310.23
Recreation	\$ (10,465.72)
Paving & Lighting	\$ 4,589.45
Audit	\$ 7,114.58
Liability Insurance	\$ 18,486.19
Social Security	\$ 17,529.06
Unemployment/Workman's Comp	\$ 22,369.39
IMRF	\$ 20,689.97
Special Recreation Fund	\$ 67,854.30
2016 Bond (funds in checking)	\$ 28.79
2016 Bond Debt Service	<u>\$ 1,069.20</u>
	\$201,575.44

2016 Bond (Capital Projects) in Money Market \$ 40,493.69

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

Roberta Troeger, aye Todd Latham, aye

6 ayes, 0 nays

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$ 13,436.35
Recreation	\$ 17,411.30
Liability Insurance Fund	\$ 26,261.00

Social Security	\$ 2,614.33
Unemployment/Workman's Comp	\$ 128.38
IMRF	\$ 3,694.78
Special Recreation	\$ 15.56
2016 Bond Capital Project	\$ 9,415.80
2016 Bond Debt Service Fund	\$109,112.55
	\$182,090.05 Total Bills

A motion was made by Bill Clemons and seconded by Roberta Troeger to accept the bills as presented subject to audit.

ROLL CALL VOTE:

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

MOTION CARRIED

Discussion regarding the purchase of a legal symposium binder and digital copy. Binder is available in the treasurer's office for anyone wishing to review it.

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board Members. Director, Michael McCann added that the staff will be participating in a three web presentations for the registration software so that it can be discussed at the next board meeting. Director, McCann also noted that since the movies at the Opera House have been successful he is scheduling another one to be shown in the spring.

COMMITTEE REPORTS:

RECREATION: Diane Scents, committee chair presented reports to Director, Michael McCann highlighting programs that she would like to have budget sheets prepared for by February 1, 2020 to discuss at the next Recreation committee meeting.

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

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Board Secretary and Treasurer, Angela Seville has given her resignation effective January 10, 2020.

A motion was made by Dan Hoyt and seconded by Todd Latham to accept the resignation of Angela Seville, Board Secretary and Treasurer effective January 10, 2020.

6 ayes, 0 nays

MOTION CARRIED

Dan Hoyt, Committee Chair reported that the Secretary/Treasurer job opening was placed on indeed and several candidates have been interviewed.

UNFINISHED BUSINESS:

Master Plan Review and Update: Director, Mike McCann presented a power point presentation on creating a master plan for the Sandwich Park District. Director, Michael McCann was asked to provide an update from the city of Sandwich on their acquisition plan. President, Todd Latham would also like to have each board member review the master plan and proof their assigned parks and committee involvement for any update before the next board meeting.

Diane Scents noted that she would like the focus of the master plan to be on areas within our own parks instead of the focus to be on larger facilities that we would not be able to maintain.

Capital Plan Prioritization: Director, Michael McCann presented a power point presentation on the Capital Plan to all members. Director McCann also noted that a complete list of the computer inventory still needs to be updated. Any additional updates or for suggestions on priority should be emailed to Director McCann so he can update the spreadsheet.

Tax Appeal Hearing Notice President, Todd Latham reported that the Sandwich Park District has received several hearing notices for the Assessment Appeals with the first one being on January 14, 2020. President Latham has been in contact with the City of Sandwich regarding the documentation needed to provide for evidence and will attend the hearing on behalf of the Sandwich Park District.

2018/2019 Audit: Angela Seville provided an update from our current auditor regarding the 2018/2019 Audit. No date has been confirmed as to when the final audit will be received. Changing from a cash/accrual method to only the cash method of reporting may be discussed for future auditing purposes. A RFP for auditing services was sent to several companies for this fiscal year with the quotes being due by February 28th.

NEW BUSINESS:

Pizzo Contract: A stewardship proposal was received by Pizzo & Associates, Ltd. to provide the following services: 2020 Harvey Creek Conservation Area-Stewardship & Prescribed Fire in the amount of \$9,000.00.

A motion was made by Dan Hoyt and seconded by Diane Scents to accept the stewardship proposal by Pizzo & Associates, Ltd to provide the Harvey Creek Conservation Area-Stewardship & Prescribed Fire services for 2020 in the amount of \$9,000.00.

ROLL CALL VOTE:

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

MOTION CARRIED

Executive Session: A motion was made by Diane Scents and seconded by Shaun Legge at 7:24p.m.to enter into executive session under 5 ILCS 120/2 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:

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

MOTION CARRIED

A motion was made by Diane Scents and seconded by Roberta Troeger to exit executive session and return to regular session at 7:31 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

After review of executive session Board minutes, the following minutes were released:
September 11, 2019 (A)
November 13, 2019

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was by Diane Scents and seconded by Shaun Legge to authorize Dan Hoyt to complete the screening process for the Board Secretary/Treasurer position and to allow him to screen, hire and replace the board secretary/treasurer within the range stipulated within the personnel policy.

ROLL CALL VOTE:

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

MOTION CARRIED

There being no further business, a motion was made by Diane Scents and seconded by Bill Clemons to adjourn the meeting at 8:36 p.m.
6 ayes 0 nays

MOTION CARRIED

The next regular board meeting will be held on February 12, 2020 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary