

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, February 12, 2020 at 6:30 p.m.

PRESENT: Board Members: Todd Latham, Diane Scents, Roberta Troeger, Bill Clemons, Dan Hoyt and Shaun Legge.
Staff present: Bill Novicki, Interim Director and Angela Seville.

MINUTES: Copies of the Board Minutes from the January 8, 2020 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 January 8, 2020 meeting as presented.

6 ayes, 0 nays

MOTION CARRIED

Copies of the minutes from the January 22, 2020 Special Meeting were made available to all the Board Members. A motion was made by Dan Hoyt and seconded by Diane Scents to accept the minutes of the January 22, 2020 special meeting as presented.

6 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: Boys Baseball representative, Stephanie Berry and Girls Softball representative, Jerry Dudzik would like to set up a meeting with the board to discuss capital plans for the coming year. It is recommended that both attend the Building and Grounds Committee meeting on Monday, March 2, 2020 and to provide in advance any documentation related to the meeting.

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for January 31, 2020 were presented.

Corporate	\$ 43,693.24
Recreation	\$ (5,701.47)
Paving & Lighting	\$ 4,590.47
Audit	\$ 7,116.16
Liability Insurance	\$ 18,490.28
Social Security	\$ 15,865.96
Unemployment/Workman’s Comp	\$ 22,374.35
IMRF	\$ 18,138.35
Special Recreation Fund	\$ 67,869.32
2016 Bond (funds in checking)	\$ 28.79
2016 Bond Debt Service	<u>\$ 1,069.20</u>
	\$193,534.65

2016 Bond (Capital Projects) in Money Market \$ 28,504.52

A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the Treasurer’s Report as presented subject to audit.

ROLL CALL VOTE:

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

MOTION CARRIED

BILLS: The following bills were presented for approval.

Corporate	\$ 5,849.86
Recreation	\$ 7,017.55
Social Security	\$ 1,666.61
IMRF	\$ 2,555.64
2016 Bond Capital Project	<u>\$ 12,000.00</u>
	\$ 29,089.66 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:

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

MOTION CARRIED

Discussion regarding the purchase of gift cards for the Festival of Trees event. Gift cards are not to be issued as compensation.

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board Members. Interim Director, Bill Novicki added that the ADA improvements have gone well. Bill and Angela recently attended an HR seminar; mandatory Anti-Harassment Training will need to be provided to all employees and commissioners. The board would still like to receive a weekly update on Friday.

COMMITTEE REPORTS:

RECREATION: Diane Scents, committee chair provided the following had been discussed at the March 6, 2020 meeting.

- Brochure is currently within the proposed timeline.
- Preliminary information has begun for the program binders.
- Program restructuring.
- Summer camp pricing, hiring additional camp help and preparing lesson plans. With proper structuring the summer camps can be profitable.

BUILDINGS & GROUNDS: Bill Novicki provided an update from the January 9, 2020 meeting. The following items were discussed:

- ADA improvements.
- Capital replacement plan.
- Softball field capital improvements; Girls softball has suggested some improvements that they would like to see updated. It was recommended to have a park district representative attend the Girls softball meeting's as well.

The next Building and Grounds meeting will be Monday, March 2, 2020 at 6:00.

FINANCE: Shaun Legge, committee chair reported that the finance committee met prior to the regular board meeting and discussed the following:

- Reviewed the nine month budget for the FY2019/2020. Recreation fund has improved over the last month.
- CD investment; recommend to structure smaller cd investments over the next fiscal year.
- Reviewed the 2018/2019 final audit.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Master Plan: The Master Plan will be discussed and updated in detail at the board retreat meeting with what improvements have been completed and what updates are planned for the future. Each commissioner is asked to read through the previous capital plan and provide any updates to their assigned park. Each committee chair and staff are also asked to review the capital plan and provide updates as necessary. A diagram of each park was displayed on the overhead projector. Each park was then reviewed for updates and areas of potential improvement.

Tax Appeal Hearing Notice: President, Todd Latham reported that he attended the Assessment Appeals hearing on January 14, 2020. President Latham has been in contact with the City of Sandwich and other entities to continue to discuss an intergovernmental agreement.

A motion was made by Bill Clemons and seconded by Diane Scents to authorize Todd Latham to continue discussions with local government entities to develop an intergovernmental agreement with the understanding that there may be a cost to develop the initial agreement.

6 ayes, 0 nays

MOTION CARRIED

Financial Software: The new financial software is currently scheduled to be installed on April 20, 2020. Data load and code setup will take place after installation. There will be three days of web training and payroll assistance. The new financial system will be up and running by the start of the fiscal year.

NEW BUSINESS:

2018/2019 Audit: The final audit of the FY2018/2019 has been completed by Sikich LLP. A copy of the audit was provided to each member for review.

A motion was made by Diane Scents and seconded by Shaun Legge to approve the FY2018/2019 final audit performed and submitted by Sikich LLP.

ROLL CALL VOTE:

Bill Clemons, aye

Dan Hoyt, aye

Shaun Legge, aye

Todd Latham, aye

Diane Scents, aye

Roberta Troeger, aye

6 ayes, 0 nays

MOTION CARRIED

Levy Confirmation: Angela Seville confirmed that the 2019/2020 Levy Confirmation report had been received and verified.

Conference Discussion: The IAPD/IPRA annual conference was attended by three commissioners; Diane Scents, Dan Hoyt and Shaun Legge and three staff; Bill Novicki, Candace Kissel and Angela Seville. Those members present at the board meeting gave an overview of the conference and a brief discussion on the sessions attended. The remaining three commissioners who did not attend the annual conference have been invited to attend the annual Sandwich Chamber dinner event on March 5, 2020.

Website Maintenance Agreement: Willow Marketing provided website maintenance agreements for monthly security maintenance and onsite monthly management for review.

A motion was made by Diane Scents and seconded by Bill Clemons to accept the Website Monthly Security Maintenance agreement submitted by Willow Marketing & Design with the term date of March 1, 2020 through February 28, 2021 and a yearly commitment amount of \$600.00 with additional hours for edits and maintenance billed at a rate of \$25.00 per hour.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Diane Scents and seconded by Bill Clemons to accept the Website Onsite Monthly Security Management agreement submitted by Willow Marketing & Design with the term date of March 1, 2020 through February 28, 2021 at a monthly rate of \$150.00 to provide 6 hours per month of online design/website editing.

ROLL CALL VOTE:

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

MOTION CARRIED

These agreements should continue to be brought to the board for approval.

Technology Report Review: LFC Managed Solutions has provided an estimate to update some technology consisting of replacement of the server, update all computers with Microsoft Office and to replace one desktop computer and to add one notebook.

A motion was made by Roberta Troeger and seconded by Diane Scents to accept the estimate #1058 provided by LFC Managed Solution of Somonauk to provide labor and set up for one HPE ProLiant ML30 G10 4U tower server, one Lenovo Think Centre M710e desktop computer, one HP 250 G7 notebook and update seven computers to Microsoft Office 2019 in the amount \$8,236.97 to be paid from Capital Funds.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Diane Scents and seconded by Bill Clemons to authorize the purchase of one Apple 10.2 inch 7th Generation iPad from Wal-Mart in the amount of \$279.00 to be paid from corporate funds.

ROLL CALL VOTE:

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

MOTION CARRIED

Investment Options: The current certificate of deposit will mature on February 26, 2020. First Midwest bank has offered a six month cd at a rate of 1.5%. Discussed cashing out the cd at maturity and issuing additional certificate of deposits in smaller dollar amounts next fiscal year with maturity dates at various times throughout the year.

A motion was made by Shaun Legge and seconded by Diane Scents to close out the current certificate of deposit at maturity on February 26, 2020 and to disperse the funds with interest equally back to the appropriate funds.

ROLL CALL VOTE:

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

MOTION CARRIED

KSRA Board: Bill Novicki has been asked to join the KSRA board as a representative of the park district.

A motion was made by Dan Hoyt and seconded by Roberta Troeger to approve Bill Novicki as the Sandwich Park District representative to the KSRA board.
6 ayes, 0 nays

MOTION CARRIED

Board Retreat Items: The board retreat is scheduled for Saturday, April 11. Items for discussion will be masterplan, capital plan, investment plan, restructuring plan. Each member and committee chair should review items for discussion. A copy of the agenda will be presented to members.

Milestone Annexation Agreement: Reviewed the Milestone annexation agreement and the districts obligations. A traffic study is to be completed and the curb and gutter is needed for the parking lot only. Can check with DeKalb County to see if they have performed a traffic study in that area.

Maintenance Department temporary assignment: Due to the Park Superintendent being assigned as Interim Director there is a need to have additional coverage in the maintenance department. Dylan Franciscy currently is employed at 20 hours per week from November through April. The maintenance department employs no other workers during the winter months, therefore there is a need for additional coverage in this department.

A motion was made by Diane Scents and seconded by Bill Clemons to temporarily allow Dylan Franciscy to move from a work week of 20 hours to that of 40 hours a week through the end of this fiscal year with no change to title or benefits.

ROLL CALL VOTE:

Bill Clemons, aye

Dan Hoyt, aye

Shaun Legge, aye

Todd Latham, aye

Diane Scents, aye

Roberta Troeger, aye

6 ayes, 0 nays

MOTION CARRIED

A review of this assignment will be discussed at the board retreat.

There being no further business, a motion was made by Roberta Troeger and seconded by Diane Scents to adjourn the meeting at 9:12 p.m.

6 ayes 0 nays

MOTION CARRIED

The next regular board meeting will be held on March 11, 2020 at 6:30 pm.

Todd Latham, President

Angela Seville, Secretary