

March 11, 2020

Sandwich Park District

6:43 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, March 11, 2020 at 6:43 p.m.

PRESENT: Board Members: Todd Latham, Diane Scents, Shaun Legge and Roberta Troeger (arriving at 6:51 p.m.)

Absent: Dan Hoyt and Bill Clemons

Staff present: Bill Novicki, Interim Director and Angela Seville.

A motion was made by Diane Scents and seconded by Shaun Legge to suspend the regular order of business and move board action items first.

4 ayes, 0 nays

MINUTES: Copies of the Board Minutes from the February 12, 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 February 12, 2020 meeting as presented.

4 ayes, 0 nays

MOTION CARRIED

TREASURER REPORT: The following ending cash balances for February 29, 2020 were presented.

Corporate	\$ 42,712.37
Recreation	\$ (3,535.17)
Paving & Lighting	\$ 14,679.23
Audit	\$ 7,117.45
Liability Insurance	\$ 28,581.57
Social Security	\$ 14,419.24
Unemployment/Workman's Comp	\$ 32,466.35
IMRF	\$ 15,943.55
Special Recreation Fund	\$ 52,694.42
2016 Bond (funds in checking)	\$ 28.79
2016 Bond Debt Service	\$ 1,069.20
	<u>\$206,177.00</u>

2016 Bond (Capital Projects) in Money Market \$ 28,513.56

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

ROLL CALL VOTE:

Shaun Legge, aye Roberta Troeger, aye Todd Latham, aye Diane Scents, aye

4 ayes, 0 nays

MOTION CARRIED

Angela Seville reported that the certificate of deposit matured and was redeemed, workman's comp insurance audit was completed with no issues and resulted in a return of premium in the amount of \$231.00, two of the fraud charges have been finalized and two unemployment claims were received and both had been disputed with one claim being denied benefits.

COMMITTEE REPORTS:

RECREATION: None

BUILDINGS & GROUNDS: Met on March 2, 2020 and discussed the following items:
ADA capital improvements, weed control contract, beehive project and met with representatives from Sandwich Baseball Association and Sandwich Girls Softball.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Met on March 9, 2020 and discussed employee benefits and staff restructuring.

UNFINISHED BUSINESS:

Master Plan/Commissioner Assigned Park Sheet: Commissioners were reminded to turn in their assigned park sheets to the Interim Director, Bill Novicki and to continue to review the master plan prior to the board retreat meeting.

NEW BUSINESS:

Commissioner Retreat Items: The board retreat will be held on April 11, 2020 at 8:00 a.m. Commissioners are asked to send any agenda items to Todd Latham. Some items of discussion will be Master Plan, Capital Plan and Bonding. A final agenda will be sent to all commissioners once completed.

Sandwich Baseball Association Capital Improvements: The Building and Grounds committee met with a representative from Sandwich Baseball Association to review capital improvements to Memorial Park. The Building & Grounds committee has made the following recommendations to the board regarding the improvements requested by Sandwich Boys Baseball Association at Milestone Park:

- Bleachers-SBA would like to remove the bleachers as they are not utilized. Bleachers should Not be removed. Bleachers will need to be inspected then repaired or replace boards as needed then painted. Bleachers could possibly be relocated if no longer needed. Further discussion on expense and funding will be needed after obtaining cost estimate for repair.
- Concession Stand-SBA would like to paint the inside of the concession stand building to allow for easier clean up. Painting the walls on the inside of the concession stand white will be allowed.
- Infield Treatment-SBA would like to apply a seasonal treatment to the infields. Applying seasonal treatment to the infield for weed control will be allowed as long as proper notification is made in advance of any pesticide application. Any maintenance done to the outfield to add material can be done at their expense.
- Signs-SBA would like to update signs on each field. All signs will need to include the Sandwich Park District name and logo. Changing the name on sign to a number will be fine. A proof copy of the signs and map will need to be sent to Bill Novicki for final approval.
- Dugouts-SBA would like to replace each dugout roof with a steel roof and new sheeting if needed. Steel roofing will need to match the color of the roof on the concession building.

A motion was made by Roberta Troeger and seconded by Diane Scents to approve the committee recommendations made for Boys Baseball Association to make the above improvements at Memorial Park.

4 ayes, 0 nays

MOTION CARRIED

Sandwich Girls Softball Capital Improvements: The Building and Grounds committee has made the following recommendations to the board regarding the suggested improvements made by Sandwich Girls Softball at Milestone Park:

- Sponsor Board- SGS would like to remove the old score board and erect a new sponsor board. Sponsors that donate \$100.00 would have their name placed on a plaque and displayed in the sponsor board. Sponsor board will need to be visible where old score board was. Sponsor board will need to be self-funded through sponsorships in order to build and maintain sponsor board. A proof copy of the sponsor board and plaque will need to be sent to Bill Novicki for final approval.
- Shed-SGS would like to move the shed from its current location as it is always wet around the shed and difficult to get in and out of. The shed currently sits on a foundation. Will need to determine what areas are wet in order to provide a reasonable solution for the shed. Adding material as a pathway to shed may help. The park district will obtain a quote to add the material.
- Field Material-The same type of material (mid-low mix) should be added to fields #1 & #5 to cover the low spots and get the fields where they need to be. Field #2 does not need any additional material; will continue to monitor throughout the season. Field #3 no recommendation at this time; it is too soon to make the determination as to what type of field material would be best suited since fields #1 & #5 have a different material than field #2. Last season was not a typical season due to the wet weather, therefore, it is recommended to wait until the end of the spring season for more feedback.
- Pitching Practice Area- Pitching practice areas are wet and SGS suggests adding additional material to help. Adding Ag lime to pitching area at Field #2 only and mixing in may help. If adding material does not help then it may be a drainage issue; we do not have the funding currently to make those improvements.
- Concession Stand-Will need cost of material to determine funding unless material will be donated.

Funding for any improvements will be determined after meeting with finance committee and review of the fiscal year budget.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve the above committee recommendations for improvements made by Sandwich Girls Softball at Memorial Park.

4 ayes, 0 nays

MOTION CARRIED

Draft Budget FY 2020/2021: A draft budget for fiscal year 2020/2021 will be prepared using recommendations by the personnel committee and finance committee. Now would be a good time to develop a new structure that would be similar to the new SDS financial software structure along with other schools. President, Todd Latham will work on a recommended structure.

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 7:36 p.m.

4 ayes, 0 nays

MOTION CARRIED

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

Todd Latham, President

Angela Seville, Secretary