April 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, April 8, 2020 at 6:36 p.m.

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

MINUTES: Copies of the Board Minutes from the March 11, 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 March 11, 2020 meeting as presented.
4 ayes, 0 nays MOTION CARRIED

CORRESPONDENCE: A thank you card was received from participating in the Wellness Fair. Open Door had donated some paper products to the district. Barb has recorded several videos that were posted on Facebook. We received a lot of good feedback from videos. Future videos are being planned that will include soccer and softball and the library has reached out to partner on a couple of videos.

PUBLIC COMMENT: None

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

Corporate	$ 32,603.88
Recreation	$ (7,268.95)
Paving & Lighting	$ 14,681.27
Audit	$ 3,517.94
Liability Insurance	$ 28,585.55
Social Security	$ 13,062.44
Unemployment/Workman's Comp	$ 31,227.74
IMRF	$ 13,897.07
Special Recreation Fund	$ 52,701.75
2016 Bond (funds in checking)	$ 31.82
2016 Bond Debt Service	$ 1,069.20
	$184,109.71

2016 Bond (Capital Projects) in Money Market $ 17,328.88

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

ROLL CALL VOTE:
Dan Hoyt, aye Diane Scents, aye Shaun Legge, aye Todd Latham, aye
4 ayes, 0 nays MOTION CARRIED

Need to verify the AFR was filed properly with the State Comptroller.

BILLS: The following bills were presented for approval.

Corporate	$ 5,790.26
Recreation	$ 7,507.81
Audit	$ 3,600.00
Social Security	$ 1,358.62
Unemployment/Workman's Comp	$ 1,242.95
IMRF	$ 2,048.41
2016 Bond Capital Fund	$ 11,186.97
	$ 32,735.02 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:
Diane Scents, aye Shaun Legge, aye Todd Latham, aye Dan Hoyt, aye
4 ayes, 0 nays MOTION CARRIED

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board Members. Interim Director, Bill Novicki added that he has been working on the apiary at Harvey Creek Park and that the bee products have been purchased.

COMMITTEE REPORTS:
RECREATION: Met on April 2, 2020 and some of the items discussed were Freedom Days and Boys Baseball Association.

BUILDINGS & GROUNDS: None

FINANCE: Met on April 8, 2020 prior to the board meeting to discuss the current FY balances and draft budget for FY 2020/2021.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Personnel Committee has been reviewing employee evaluations. Will need to meet to discuss recommendations for the FY2020/2021 budget.

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 to update any verbiage. A survey will not be needed at this time but should also look at master plan that the City of Sandwich has on file and land cash values.

NEW BUSINESS:
2020 Freedom Days Fireworks Agreement: A motion was made by Diane Scents and seconded by Shaun Legge to approve the agreement with RKM Fireworks Company in the amount of $9,000.00 to

provide the fireworks display at the Sandwich Fair Grounds on June 27, 2020 with a rain date of June 28, 2020.

ROLL CALL VOTE:
Shaun Legge, aye Todd Latham, aye Dan Hoyt, aye Diane Scents, aye
4 ayes, 0 nays MOTION CARRIED

A motion was made by Diane Scents and seconded by Shaun Legge to amend the previous motion to include an addendum to the agreement with parameters for reasons to cancel to include the option to cancel and allow the event to be rescheduled at a later date due to the COVID-19 pandemic or other emergency.
4 ayes, 0 nays MOTION CARRIED

Commissioner Retreat Agenda Discussion: Discussed rescheduling the board retreat. By a unanimous show of hands vote, the board retreat will be rescheduled until sometime in May. A copy of the agenda was presented and reviewed for suggested updates. Any additional updates should be forwarded to President, Todd Latham.

Employee Evaluations: Employees have completed their evaluations and the personnel committee has been reviewing them and will be scheduling reviews with the staff in the next week.

Resolution for The Borrowing of Funds: President, Todd Latham requests a temporary recess to research the statue on interfund borrowing.

A motion was made by Diane Scents and seconded by Shaun Legge to amend the agenda to change the verbiage on designated funds listed and to state- Resolution for the Borrowing of Funds.
4 ayes, 0 nays MOTION CARRIED

A motion was made by Diane Scents and seconded by Shaun Legge to approve the transfer of funds from the Corporate Fund to the Recreation Fund for the purpose of addressing the fiscal emergency resulting in the shortfall in revenues for the fiscal year in the amount of $20,000.00.

ROLL CALL VOTE:
Todd Latham, aye Dan Hoyt, aye Diane Scents, aye Shaun Legge, aye
4 ayes, 0 nays MOTION CARRIED

A motion was made by Diane Scents and seconded by Dan Hoyt to transfer funds from the Paving and Lighting Fund to the Corporate Fund in the amount of $10,000.00 for the purpose of balancing the Corporate Fund for the current fiscal year.

ROLL CALL VOTE:
Dan Hoyt, aye Diane Scents, aye Shaun Legge, aye Todd Latham, aye
4 ayes, 0 nays MOTION CARRIED

Draft Budget Review: The FY2020/2021 draft budget was previously discussed. Next step will be for personnel committee to meet and give their recommendations to the finance committee before a tentative budget can be prepared. At which time the budget will then be on display for public viewing for 30 days prior to the public hearing.

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 7:27 p.m.
4 ayes, 0 nays MOTION CARRIED

The next regular board meeting will be held on May 13, 2020 at 6:30 pm.

Todd Latham, President Angela Seville, Secretary