

June 10, 2020

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, June 10, 2020 at 6:32 p.m.

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

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

Public Present: Ian Adams.

**MINUTES:** Copies of the Board Minutes from the May 13, 2020 meeting were made available to all the Board Members. A motion was made by Todd Latham and seconded by Dan Hoyt to accept the minutes of the May 13, 2020 meeting as presented.

6 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** Ian Adams, a representative of the Sandwich Braves baseball team spoke to the board regarding renting the baseball fields at Memorial Park. They would like to use the pony field, 95% of the boys are from the Sandwich area, and they are willing to maintain the fields. The board will continue to discuss options and Bill Novicki will be in contact with him.

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

Corporate	\$ 43,124.69
Recreation	\$ 25,619.37
Paving & Lighting	\$ 5,338.93
Audit	\$ 5,109.21
Liability Insurance	\$ 38,031.61
Social Security	\$ 16,934.88
Unemployment/Workman's Comp	\$ 37,362.19
IMRF	\$ 19,232.33
Special Recreation Fund	\$ 63,165.67
2016 Bond (funds in checking)	\$ 23.12
2016 Bond Debt Service	<u>\$ 26,331.06</u>
	\$280,273.06

**2016 Bond (Capital Projects) in Money Market** \$ 14,281.27

A motion was made by Todd Latham and seconded by Shaun Legge to accept the Treasurer's Report as presented subject to audit.

**ROLL CALL VOTE:**

Roberta Troeger, aye      Dan Hoyt, aye      Todd Latham, aye      Shaun Legge, aye  
Bill Clemons, aye      Diane Scents, aye

6 ayes, 0 nays

MOTION CARRIED

**BILLS:** The following bills were presented for approval.

Corporate	\$ 9,676.06
Recreation	\$ 13,831.58
Social Security	\$ 1,291.39
IMRF	\$ 1,788.85
Special Recreation	\$ 4,479.40
2016 Bond-Capital Project Fund	<u>\$ 3,058.70</u>
	\$ 34,125.98 Total Bills

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

**ROLL CALL VOTE:**

Dan Hoyt, aye                      Todd Latham, aye                      Shaun Legge, aye                      Bill Clemons, aye  
Diane Scents, aye                      Roberta Troeger, aye  
6 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 the Sandwich Park Foundation plant sale will be held on June 27 from 8:00-1:00 and board members are asked to help if available. We will be hosting a blood drive on June 22 that will be set up in the large room. The splash pad is still closed due to being in phase 3 and could possibly re-open in phase 4. Bill Novicki attended the Sandwich Township meeting and they have approved funding for two new picnic tables to be placed at the splash pad and will include a memorial plaque.

**COMMITTEE REPORTS:**

**RECREATION:** Diane Scents, committee chair reported that the committee met in June and discussed the following:

- Sandwich Boys Baseball Association Agreement-Other baseball groups may use the fields for practices and limited games as long as SBA is not utilizing the fields as they have first rights. SBA has canceled their 2020 season. The Sandwich Park District Director can make those decisions without board approval.
- Northwestern Medicine Community Benefit Fund-We received a community benefit fund grant and the use of funds will need to be more defined.
- Brochure-Reviewing marketing options to revamp/change colors to refresh the guide.
- Summer Camp programs will be moved to July.
- Music in the Park-We are no longer a cohost of the event.

**BUILDINGS & GROUNDS:** Will meet in July.

**FINANCE:** None

**CAPITAL DEVELOPMENT:** Capital Plan was reviewed and updated at the Board Retreat.

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

PERSONNEL: Dan Hoyt, committee chair reported that the committee met prior to the board meeting and discussed the following:

- Yearly Compensation
- Personnel Policy updates

A motion was made by Todd Latham and seconded by Bill Clemons to re-organize the order of business to begin with new business item Online Registration Software.

6 ayes, 0 nays

MOTION CARRIED

**NEW BUSINESS:**

Online Registration Software: Shawn Rickert presented a copy of the recreation Management Proposal by CivicRec. All modules are included and it is all inclusive, we will be able to expand our offerings by doing surveys, point of sale and rentals. It will be cloud based and available 24hrs for registration. We can use any company for our credit card processing. It may take up to four months for implementation and training. Shawn would recommend starting fresh with user data and not input old history. The Firewall data breach policy needs to be reviewed.

A motion was made by Roberta Troeger and seconded by Bill Clemons to purchase the Recreation Management Online Software by CivicRec to replace our current software (RecTrac) at an initial cost of \$5,500.00 to be paid out of the capital funds with the annual maintenance cost for year two to be \$3,000.00.

ROLL CALL VOTE:

Todd Latham, aye

Shaun Legge, aye

Bill Clemons, aye

Diane Scents, aye

Roberta Troeger, aye

Dan Hoyt, aye

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Todd Latham and seconded by Shaun Legge to return to regular order of business.

6 ayes, 0 ayes

MOTION CARRIED

Executive Session Personnel: A motion was made by Dan Hoyt and seconded by Roberta Troeger at 7:34 p.m. to enter into executive session under 5 ILCS 120/2(c) (1), for the appointment, employment, compensation, discipline, dismissal, performance, or personal status of employees, specific individuals who serve as independent contractors in a park, recreational or educational setting, or specific volunteers of the public body, officers or legal counsel for the park district.

ROLL CALL VOTE:

Shaun Legge, aye

Bill Clemons, aye

Diane Scents, aye

Roberta Troeger, aye

Dan Hoyt, aye

Todd Latham, aye

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Bill Clemons and seconded by Todd Latham to exit executive session and return to regular session at 7:40 p.m.

ROLL CALL VOTE:

Bill Clemons, aye

Diane Scents, aye

Roberta Troeger, aye

Dan Hoyt, aye

Todd Latham, aye

Shaun Legge, aye

6 ayes, 0 nays

MOTION CARRIED



A motion was made by Todd Latham and seconded by Shaun Legge to exit executive session and return to regular session at 8:25 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

There being no further business, a motion was made by Dan Hoyt and seconded by Todd Latham to adjourn the meeting at 8:26 p.m.

6 ayes 0 nays

MOTION CARRIED

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

Diane Scents, President

Angela Seville, Secretary