

**Sandwich Park District
1001 N Latham Street
Sandwich, IL 60548
Board Retreat Minutes
Saturday, April 17, 2021
8:30 a.m.**

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

MINUTES: Copies of the Board Minutes from the May 30, 2020 board retreat meeting were made available to all the Board Members. A motion was made by Dan Hoyt and seconded by Todd Latham to accept the minutes of the May 30, 2020 meeting as presented.

ROLL CALL VOTE:

Dan Hoyt, aye	Shaun Legge, aye	Todd Latham, aye	Bill Clemons, aye
Roberta Troeger, aye	Clinton Harris, abstain	Diane Scents, aye	
6 ayes, 0 nays, 1 abstain			MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

1. FLOOD MITIGATION

A proposal and scope of services was previously prepared by Tebrugge Engineering in 2017 but was never approved due to continued discussions with the city. Will need to have a new proposal prepared including project estimates for the whole park and not just for the water issues.

NEW BUSINESS:

1. CAPITAL PLAN

Prioritize: The Capital Plan was last updated on May 11, 2020. Will need to update plan and archive what is there and build out plan into the next five years so we can move into the next phase. Identify what we think is next, Diane will work on an excel file to prioritize and update. An updated plan will need to be provided to all members. Members suggested to prepare a list of all the things that have been accomplished without a referendum to show the community what we have completed. This will be added to our marketing plan and we will continue to update the community.

Bond Funds: Milestone parking lot project is currently being surveyed. Need to evaluate play equipment for replacement, as most are at life expectancy. Review the Osland Grant for Patriots Park improvements. Look into land acquisition and talk with City about impact fees, review ordinance to see if we are on the list to receive. Research areas for future development; land between Knights Park and Pratt Road or Milestone Park. Work with the City on our plans. Find out who owns land in the area, potential costs for land and what amount of acreage is needed; continue discussions at future Board meetings and Building and Grounds meetings. There may be opportunity for additional land downtown that could become a future park site or a sitting park. Vacant lot near Ernest Park; find out who owns and what costs may be.

Bike Path: Work with the City on getting paths marked and know what the next steps will be so we can update the community of future improvements.

2. FACILITIES/PARKS

Vacant Land at Westfield: Timeline for completing the improvements; survey neighborhood for theme suggestions, and build new sign.

Keep in mind multiple uses for each park; such as an Adult park, horseshoe pit and disc golf.

Dog Park: We have the concept but should have engineering completed. Need to have a written plan in place and a timeline with bullet points to stay on track with development. Educate the public on the timeline and add to Capital Plan to be updated.

Would be good to have projects that the community can help build and update our parks. Make part of our Global Marketing and have templates on how each project should go moving forward.

Evaluate Amenities: Need to update the replacement plan for park amenities. Have park maintenance staff evaluate and perform safety inspections on park equipment. Have updated landscaping; may need to increase the improvements to grounds line item on budget or add to capital plan. Look at other avenues for updating that would involve the community and businesses such as sponsoring benches or flower gardens that would also benefit the city. Have something ready to discuss at the July Building & Grounds meeting that shows suggested replacement needs.

Each member should evaluate their assigned park, take pictures and send any pictures to Bill Novicki to update. We will also plan to have a park tour during a board meeting to evaluate and take notes for further discussion.

A short break was taken from 9:50 a.m. until 10:00 a.m.

3. STAFFING

Current Staffing: Discussion on if the staff are being utilized to their abilities and are we where we need to be with staff. More continuing education is suggested and we need to allocate enough time and resources for this to take place. Cross training is vital for all departments. Financial department needs to be sure to cross train starting with training Bill Novicki on preparing and processing payroll and accounts payable; a reference guide will be created and quarterly updates will take place.

Additional Staff: Review current staff schedule and determine if there are any future needs for additional full-time staff and make sure seasonal staff are prepared.

Director Goals: Board members would like to see additional training in Finance, more State Grants that may be shovel ready projects and determine what part of the project needs to be in place to apply for grants. (Do we need to look at hiring a grant writer or hire out the service) Additional goals presented by Executive Director, Bill Novicki would be to continue education, keep in contact with other districts, review State Guidelines, aquatic certification, community partnerships and sponsorships and more community programs, conservation and outdoor nature center.

Treasurer/Board Secretary Goals: There are predefined goals for the board secretary and treasurer as part of the ongoing job duties such as required filing deadlines and annual reporting. Additional goals presented by Treasurer/Secretary, Angela Seville would be to provide the cross training requested in the event of emergency, continue to attend monthly trainings through the financial software and HR related topics to stay updated, reach out to community and find different groups to join.

Personnel Policy Updates: Discussed updates to job descriptions in the personnel policy.

A motion was made by Roberta Troeger and seconded by Clinton Harris to update the job description of Custodian to list the hours worked from 10-15 to that of 5-15 hours per week (or as needed).

ROLL CALL VOTE:

Shaun Legge, aye	Todd Latham, aye	Bill Clemons, aye	Roberta Troeger, aye
Clinton Harris, abstain	Diane Scents, aye	Dan Hoyt, aye	
7 ayes, 0 nays		MOTION CARRIED	

A motion was made by Shaun Legge and seconded by Todd Latham to update the job description of Office Manager to list the hours worked from 25-30 to that of 25-40 hours per week.

ROLL CALL VOTE:

Todd Latham, aye	Bill Clemons, aye	Roberta Troeger, aye	Clinton Harris, abstain
Diane Scents, aye	Dan Hoyt, aye	Shaun Legge, aye	
7 ayes, 0 nays		MOTION CARRIED	

4. PROGRAMS

Evaluation: Discussion on how we measure the success of programs; it is not always linked to revenue. Do we need to look at different programs to measure the metrics separately and do we have the expected level of profitability.

Areas to measure would be: Year over Year, Participation, Program profit and loss, Cost, Resources, Surveys to determine issues, comments and if program meets all needs and adds unique opportunities.

Marketing: Need to expand our marketing program and build on volunteers and businesses.

- We should be able to utilize the new registration software to send out mass emails and marketing
- Bring back the "Park Bench"
- Put together general marketing with recreation department or maintenance staff
- Monthly promotional videos
- Delegate duties to others and hold staff accountable
- Pursue interns to help
- Add dates to information on sign out front

Todd Latham left meeting at 11:17 a.m.

5. COMMITTEE GOALS

Recreation: Get creative with new programming, Increase adult programming, Program Binder completion.

Finance: Continued monitoring of Budget, Build Fund balances, Reassess investment opportunities.

Building & Grounds: Tree inventory, Replacement Plan, Events scheduled at different parks and have kids learning events that tie into each park.

Personnel: Update Employee annual review form and change the time frame of annual evaluations to coordinate with Budget planning. Quarterly check in for goals would be helpful instead of reviewing a year at a time. Need to implement a better order of how salary compensation takes place; may be a percentage range based on review and evaluation. Annual Employee Reviews should take place in February then brought to the Personnel Committee in March, where the recommendation can then be brought to the board in April.

Law & Order/Risk Management: Continue to check ordinances to make sure they cover current laws and update as needed.

6. COMMUNICATION

Volunteers: More transparency is needed between the Park District Liaison and any outside volunteers/advisory groups especially when attending a meeting.

The SGS group is a parent advisory committee for the Park District and not a separate board, we need to be sure all parties have the best interest of the Park District at all times and input from both parties is crucial for the success of the programs. Continue to educate the parent advisory committee regarding the Park District rules and procedures for expenditures.

Staff: A Park District Liaison attending a meeting should communicate back to the appropriate staff and to the board the outcome of such meeting. A template should be created with guidelines for interpretation for that staff member to follow. Structure the reporting so the details from the meetings can be used for growth and cooperation.

Community Leaders: We have been doing a good job communicating with various community leaders but we need to share some of the information with the board along with contact information for those groups so when a board member has the opportunity, they can expand on such knowledge.

Partnerships: What partnerships do we currently have with area facilities and what is the timetable for acquiring scheduled use and list of contacts for each facility needs to be communicated as well.

7. FREEDOM DAYS

Events: A brief history of Freedom Days was given. Discussion on what can be done to evolve the event into something bigger. Suggestion to put more focus on other parks during this time and have mini events at other parks.

Staff Direction: All staff have been advised to help out at the weekend events and will be assigned duties.

Donations: A \$5.00 admission will be charged per vehicle at the gate.

We need to make sure the community is aware that the Park District is in charge of the Freedom Days events and they are also aware of the timeframe of each event.

All marketing material should be labeled as Sandwich Park District Freedom Days and not just Freedom Days.

There being no further business, a motion was made by Clinton Harris and seconded by Dan Hoyt to adjourn the meeting at 12:13 p.m.

ROLL CALL VOTE:

Bill Clemons, aye

Roberta Troeger, aye

Clinton Harris, abstain

Diane Scents, aye

Dan Hoyt, aye

Shaun Legge, aye

6 ayes, 0 nays

MOTION CARRIED

Diane Scents, President

Angela Seville, Secretary