

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 11, 2017 at 6:30 p.m.

PRESENT: Steve Wolf, Bill Clemons, Todd Latham, Diane Scents and Diana Rud (arriving at 6:48 p.m.)

MINUTES: Copies of the minutes of the December 14, 2016 meeting were made available to all Board members. A motion was made by Diane Scents and seconded by Steve Wolf to accept the minutes of the December 14, 2016 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: Sue Swithin advised that a donation of \$100.00 was given to the Park District by Louise and Darwin Classon. A thank-you note has been sent.

TREASURER’S REPORT: The following ending cash balances for November 30, 2016 were presented.

Corporate	\$ 74,704.17
Recreation	\$ 59,375.27
Paving & Lighting	\$ 12,233.32
Audit	\$ 51.79
Liability Insurance	\$ 11,609.75
Social Security	\$ 10,904.48
Workman’s Comp	\$ 1,625.64
I.M.R.F.	\$ 15,069.02
2010 Bond-Debt Serv.	\$ 3,113.20
2014 Debt Certificate	\$ 22,963.82
2016 Bond-Capital Proj	\$415,723.64
Total	\$627,374.10

Sandwich Foundation Savings Account \$ 14,585.32

A motion was made by Diane Scents and seconded by Bill Clemons to accept the Treasurer’s Report as corrected subject to audit.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Bill Clemons, aye

4 ayes, 0 nay,

MOTION CARRIED

Diana Rud arrived at 6:48 p.m.

BILLS: The following bills were presented for approval:

Corporate	\$ 9,055.84
Recreation	\$ 10,898.06

Liability Insurance	\$ 28,108.30
Social Security	\$ 889.02
Unemployment	\$ 1,761.41
I.M.R.F.	\$ 1,231.31
2014 Debt Certificate	\$ 1,865.00
2016 Capital Proj.	<u>\$ 7,045.90</u>
Total Bills	\$ 60,854.84

Following questions on the bills, a motion was made by Steve Wolf and seconded by Bill Clemons to pay the bills along with a bill from Nicor in the amount of \$196.99 and Art's for \$808.11 as presented.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Diana Rud, aye Bill Clemons, aye
5 ayes, 0 nay, MOTION CARRIED

DIRECTOR'S REPORT:

Sue Swithin reported on programs that have recently ended and the winter/spring classes that have just begun.

The recreation van has been ordered and should be delivered in March or April.

Bill Novicki will be meeting with representatives from Jacobsen and John Deere to test mowers. Sue Swithin will have a recommendation for the purchase at the February board meeting.

The agreement between KSRA and the Sandwich Park District has been approved and signed by all parties. Sue Swithin will be attending the quarterly meetings as a board member.

Sue Swithin has had first interviews for the secretary/treasurer position. Steve Wolf and Sue will be holding second interviews with two (2) candidates and will have recommendations for the Board during the executive session at tonight's meeting.

Playground equipment for Milestone Park, as well as the swings that will be donated and installed by O'Ryan Lawlor, have been ordered.

Sue Swithin has been asked to be on a committee to organize community events with other local organizations, businesses and the chamber. The chamber has established a community calendar on their website for everyone to use.

The ice rink is up and is being used when it is frozen enough. Unfortunately, a small leak has allowed the water level to go down. Skates have also hit the sides and caused some small tears. Diane Scents asked about the liner and if a new one would need to be purchased next year. Sue Swithin advised that a new liner will need to be purchased each year because there is no way to clean and store the liner from year to year. She will be working with the city next year on the expense of the liner.

Todd Latham commented on the seasonal decorations at the gazebo and the great job Bill Novicki had done.

COMMITTEE REPORTS:

RECREATION: Nothing to report.

PARKS: The parks committee will be meeting in March.

The bike trail map has been updated since the last meeting and was reviewed by the Board. It was suggested to put the map on the website to gain input from area bicyclists.

FINANCE: As the final payment has been made on the 2010 G.O. Bonds, a motion was made by Steve Wolf and seconded by Bill Clemons to transfer the remaining balance of \$3,113.20 from the 2010 Debt Service fund to the Corporate fund.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Diana Rud, aye Bill Clemons, aye
5 ayes, 0 nay, MOTION CARRIED

The next finance committee meeting will be March 1, 2017 at 7:00 p.m.

CAPITAL DEVELOPMENT: Nothing

RISK MANAGEMENT: Nothing

LAW & ORDER/SAFETY: A check for restitution was received from the individual who had cut branches from trees at Patriot's last year. The check was made out for more than the fine and should have gone to the Police Department for their work. Sue Swithin has a call into the police chief to clarify the matter.

PERSONNEL: A motion was made by Diane Scents and seconded by Steve Wolf to enter into executive session according to 5 ILCS 120/2 2.c.(1) for appointment, employment, compensation, discipline, dismissal, performance or personal status of employees, officers, and legal counsel for the park district at 7:15 p.m..

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Diana Rud, aye Bill Clemons, aye
5 ayes, 0 nay, MOTION CARRIED

A motion was made by Steve Wolf and seconded by Bill Clemons to return to the regular order of business at 7:55 p.m.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Diana Rud, aye Bill Clemons, aye
5 ayes, 0 nay, MOTION CARRIED

A motion was made by Bill Clemons and seconded by Diane Scents to authorize Sue Swithin to hire a new Board secretary/treasurer with the input from the chair of personnel, Steve Wolf.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Diana Rud, aye Bill Clemons, aye
5 ayes, 0 nay, MOTION CARRIED

UNFINISHED BUSINESS: Changes to the contract between Sue Swithin and the Park District have been made, as directed. The current gross salary will need to be penciled in when the contract goes into effect May 1, 2017. Initialization of the contract was tabled to the May 10, 2017 meeting.

Diana Rud thanked Sue Swithin for being patient with the contract process.

NEW BUSINESS Steve Wolf reminded everyone of the upcoming IAPD conference.

Committee meeting dates were discussed. Confirmation of dates will wait until next month with the return of Roberta Troeger.

Bill Clemons advised that the Sandwich Library has an opening for a new director.

There being no further business, a motion was made by Diana Rud and seconded by Bill Clemons to adjourn the meeting at 8:16 p.m. The next regular meeting will be held on February 8, 2017 at 6:30 p.m.

5 ayes, 0 nays

MOTION CARRIED

Todd Latham, Vice-President

Starr Frederick, Secretary