

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, February 8, 2017 at 6:30 p.m.

**PRESENT:** Board Members: Steve Wolf, Bill Clemons, Todd Latham, Diane Scents  
Board Members Absent: Roberta Troeger and Diana Rud  
Staff present: Sue Swithin, Director, Bill Novicki, Starr Frederick and Lisa Seeman.  
Dan Hoyt, Community Member and potential Board Member.

**MINUTES:** Copies of the minutes of the January 11, 2017 meeting were made available to all Board members. A motion was made by Steve Wolf and seconded by Diane Scents to accept the minutes of the January 11, 2017 meeting as corrected.

MOTION CARRIED

**CORRESPONDENCE:** None

**TREASURER’S REPORT:** The following ending cash balances for January 31, 2017 were presented.

Corporate	\$ 60,293.98
Recreation	\$ 49,134.97
Paving & Lighting	\$ 12,233.83
Audit	\$ 51.79
Liability Insurance	\$ 11,610.23
Social Security	\$ 8368.68
Workman’s Comp	\$ 1,625.64
I.M.R.F.	\$ 11,885.79
2010 Bond-Debt Serv.	\$ 0.00
2014 Debt Certificate	\$ 21,099.77
2016 Bond-Capital Proj	<u>\$415,778.38</u>
Total	\$591,745.99

Sandwich Foundation Savings Account \$ 14,585.93

A motion was made by Bill Clemons and seconded by Steve Wolf to accept the Treasurer’s Report as presented subject to audit.

**ROLL CALL VOTE:**

Steve Wolf, aye Todd Latham, aye Diane Scents, aye, Bill Clemons, aye  
4 ayes, 0 nay,

MOTION CARRIED

Questions last month regarding Memorial Park electric bill. Bill Novicki explained it was due to plugging in the heater for the dump truck.

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

Corporate	\$ 5,689.60
Recreation	\$ 7,677.77
Social Security	\$ 1,517.35
I.M.R.F.	\$ 2,225.17
2014 Debt Certificate	\$ 21,099.77
2016 Capital Proj.	\$ <u>32,820.58</u>
Total Bills	\$ 71,030.24

Following questions on the bills, a motion was made by Diane Scents and seconded by Bill Clemons to pay the bills.

**ROLL CALL VOTE:**

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Bill Clemons, aye  
4 ayes, 0 nay,

**MOTION CARRIED**

**DIRECTOR'S REPORT:**

Sue Swithin was not present but her Director's report was discussed by present board members.

Sue Swithin is continuing conversation with Heath Wright from Upland Design, about the projects at Memorial and Milestone Parks. Sue Swithin met with him on February 3, 2017 and finalized the plans so he could draw up the specifications and bid packets. We should have those out soon and posted in the local paper.

Lisa Seeman has been hired as the new Treasurer/Secretary and began working with us on January 23, 2017. Starr Frederick is training with her every day and Shawn Rickert is helping with registration training.

Sue Swithin began her role as Director for the Sandwich Area Chamber of Commerce. Their annual dinner will be March 2, 2017 and Roberta Troeger, Steve Wolf and Sue Swithin will be attending.

Sue Swithin has secured the dates and times for the 4<sup>th</sup> of July parade and fireworks. The parade will be Saturday, July 1, 2017 and the fireworks will be on Sunday, July 2, 2017. The Fire department has been notified and will hold their water fights downtown on July 2, 2017.

Sue Swithin placed the survey on the website in regards to the Trail Map. We also advertised the survey on Facebook. We have received 6 responses as of February 3, 2017. Residents responding are very favorable of the map. Their concerns were lighting on some city streets and the safety of cars and bikes.

We have lost a great deal of water in the ice rink and had to close it for the rest of the season. We found where the leak was occurring and will make changes next year.

**COMMITTEE REPORTS:**

RECREATION: Diane Scents reported on the Recreation Meeting. Discussed Mother Goose program and how it is not profitable and asked Sue Swithin to get comparable rates in the area. Diane Scents would like to see the profit margin closer to 20%. Bill Clemons does not believe in the 20 - 25% profit. Todd Latham mentioned the profit helps us support the free programs. Steve Wolf gave comparable rates for the IVVC Preschool.

Steve Wolf mentioned the Garage Sale times might need to be adjusted for next year.

Diane Scents mentioned the Basketball programs were going well. Winter Boys Basketball will be ending in March. Kishwaukee Special Recreation Association (KSRA) bowling and dance are up and running.

PARKS: The Parks Committee will be meeting in February 27, 2017 at 6:00 p.m.

Diane Scents questioned why we needed to approve the bike trail now. Bill Clemons mentioned it was a starting point for the Park District since nothing else has been presented.

Motion was made by Bill Clemons and seconded by Diane Scents to approve the bike trail map and send it to the city and other local entities for their input.

**MOTION CARRIED**

Mower Quotes were presented by Bill Novicki for Jacobsen HR700 at a cost of \$ 64,132 and John Deere 1600 Turbo at a cost of \$ 48,728.20. Bill couldn't get similar comparisons between the two tractors. Jacobsen is more commercial grade tractor and can cut a wider swath, and would be beneficial to mow at Harvey Creek. The Jacobsen would save on man hours. Both Tractors on State Bid. Todd Latham mentioned the capital plan for a new mower was \$40,000. Diane Scents placed mower purchase on the table until March meeting, Steve Wolf seconded the motion.

**MOTION CARRIED**

Steve Wolf attended a meeting put on by the Morton Arboretum about tree maintenance. Two City of Sandwich employees were present at the meeting. Discussed maybe the City of Sandwich and Park District could work together on trees in the Community and Parks.

FINANCE: The next finance committee meeting will be February 27, 2017 at 7:00 p.m.

CAPITAL DEVELOPMENT: Starr Frederick mentioned the 2014 Debt Certificate funds was paid out and will show a zero balance next month.

RISK MANAGEMENT: Diane Scents mentioned a Basketball player was injured at Haskin School and there was no First Aid Kit available. Todd Latham spoke with child's mom. They were following the Concussion Policy. Sue and Garland will find out why the usual First Aid Kit was not at the Score keeper table that day.

LAW & ORDER/SAFETY: None

PERSONNEL: Steve Wolf made the motion to hire Lisa Seeman as the new Treasurer/Secretary and to give her access to all financial accounts and seconded by Diane Scents. Starr Frederick will stay on all accounts for time being.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Bill Clemons, aye  
4 ayes, 0 nay,

MOTION CARRIED

UNFINISHED BUSINESS: Diane Scents made a motion to approve the changes for the committee meeting dates and seconded by Bill Clemons.

MOTION CARRIED

Steve Wolf mentioned that Sue Swithin is collecting the Conference Reports and will be discussed at the March Board Meeting.

Todd Latham mentioned the Governor announced a discount for solar lighting.

NEW BUSINESS: A motion was made by Diane Scents and seconded by Bill Clemons to appoint Lisa Seeman as the Primary FOIA Officer.

MOTION CARRIED

Steve Wolf introduced Dan Hoyt as a potential Board Member.  
An Ad will also be placed in the paper regarding the Vacancy.

There being no further business, a motion was made by Steve Wolf and seconded by Bill Clemons to adjourn the meeting at 8:13 p.m. The next regular meeting will be held on March 8, 2017 at 6:30 p.m.

4 ayes, 0 nays

MOTION CARRIED

Todd Latham, Vice-President

Lisa Seeman, Secretary