

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

PRESENT: Board Members: Roberta Troeger, Steve Wolf, Diane Scents, Todd Latham. Diana Rud arrived at 6:52 p.m. Board Members Absent: Bill Clemons. Staff present: Sue Swithin, Director, Bill Novicki, Starr Frederick and Lisa Seeman. Visitor: Dan Hoyt, potential Board Member.

MINUTES: Copies of the minutes of the February 8, 2017 meeting were made available to all Board members. A motion was made by Steve Wolf and seconded by Todd Latham to accept the minutes of the February 8, 2017 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: None

TREASURER’S REPORT: The following ending cash balances for February 28, 2017 were presented.

Corporate	\$ 46,628.39
Recreation	\$ 41,417.56
Paving & Lighting	\$ 12,235.39
Audit	\$ 51.79
Liability Insurance	\$ 11,611.71
Social Security	\$ 6646.32
Workman’s Comp	\$ 167.92
I.M.R.F.	\$ 9,616.78
2014 Debt Certificate	\$ 0.00
2016 Bond-Capital Proj	<u>\$382,967.71</u>
Total	\$511,343.57

Sandwich Foundation Savings Account \$ 10,787.05

A motion was made by Todd Latham and seconded by Diane Scents to accept the Treasurer’s Report as presented subject to audit.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye
4 ayes, 0 nay,

MOTION CARRIED

BILLS: The following bills were presented for approval:

Corporate	\$ 7,317.20
Recreation	\$ 15,390.59
Social Security	\$ 1,727.30
Unemploy/Work com	\$ 1,458.00
I.M.R.F.	\$ 2,270.52
2016 Capital Proj.	<u>\$ 28,897.28</u>
Total Bills:	\$ 57,060.89

Following questions on the bills, a motion was made by Steve Wolf and seconded by Todd Latham to pay the bills.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye
4 ayes, 0 nay,

MOTION CARRIED

DIRECTOR'S REPORT:

Sue Swithin presented the Director's report as it appears in Board Packet.

Currently working on creating Park District Summer Guide 2017. The Park District Guide will be mailed out this season to Sandwich Residents and our customers in our database. Fewer Guides will be produced which will allow for postage expense.

Mother and Son Bowling is coming up, currently 13 enrolled but expecting more. Diane Scents mentioned the local Bowling Alley was recently purchased. Diane Scents mentioned www.kidsbowlfree.com would be a good place where people could reference to get two free games of bowling for kids each day all summer long.

Earth Day has had low numbers of attendees since the schools are closed.

COMMITTEE REPORTS:

RECREATION: Did not meet in March. They met February 2, 2017.

PARKS: The Parks Committee met and discussed the purchasing of the mower and Memorial Park fence.

Sue Swithin, Director, mentioned maintenance staff had torn down old farm fence about a year ago trying to clean the area up at Memorial Park. A secured area is needed to store the recently purchased canoes/kayak and trailer. Sue Swithin researched Bids to put up privacy fence with 2 gates. Two estimates were received: Ideal Fence estimate for 6 foot chain link with privacy strips and 2 gates was \$4325 including prevailing wage. Peerless estimate for 6 foot fence and 2 gates was \$8100 including prevailing wage.

Diane Scents asked if these funds were already allocated. Sue Swithin mentioned the funds would come from capital.

Motion was made by Steve Wolf and seconded by Diane Scents to approve Ideal Fence to install fence not to exceed \$4325.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Diana Rud, aye
5 ayes, 0 nay

MOTION CARRIED

Steve Wolf asked Sue Swithin about having Wi-Fi at Memorial Park. Sue Swithin is still checking into the cost and equipment with Sandwich Boys Baseball.

FINANCE: The finance committee met on February 27, 2017 all committee members present. Todd Latham gave overview of the Finance meeting; reviewed current year budget, 2017-2018 budget and capital plan. A question came up at the Finance meeting if our bond was truly a bond or a loan. Starr Frederick confirmed it is a bond. No date for next committee meeting was set, but plan to meet again before end of April.

CAPITAL DEVELOPMENT: Todd Latham requested the Capital Plan be updated and Diane Scents requested any updates need to go in notes or a different column for better understanding of changes being made. Steve Wolf agreed to review updated Capital Plan, and confirm the numbers.

Memorial Paving Bids were opened on March 1, 2017 at 1:00 p.m. All Contractors were present at bid opening. Wilkinson Excavating came in with the lowest bid at \$85,440 for Base Bid, Alt. 1,2,3,4. Seconded by Todd Latham.

Discussion took place on Memorial Park Paving project regarding the Base plan and Alternative plans to make Memorial Park more ADA accessible for parking, access to bathrooms, playground and shelter.

Motion by Diane Scents to award Memorial Park Paving and Excavating project to Wilkinson Excavating for \$85,440 with reduction and change, to come regarding reducing 5 parking stalls at the east end of park.

Discussion: Diana Rud would like Alternative 3 not in bid. Steve Wolf asked if Sandwich Baseball was aware this project would be taking place and how it would affect the baseball season traffic. Sue Swithin stated she would be discussing this with Sandwich Boys Baseball.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Diana Rud, nay
4 ayes, 1 nay

MOTION CARRIED

Sue Swithin will bring updates and changes to April Board meeting.

RISK MANAGEMENT: None

LAW & ORDER/SAFETY: None

PERSONNEL: Sue Swithin requesting a new sick day procedure for IMRF Tier 2 employees. Currently IMRF Tier 1 employees can bank their yearly sick time with IMRF, but IMRF Tier 2 employees lose their sick time. Sue Swithin was requesting if a change could be made in the Personnel Policy. Steve Wolf would like to discuss this at the next Personnel Committee meeting.

The Board discussed expanding one position that is currently seasonal 36 hours per week (May 1 thru Oct 31) to part time Maintenance by adding an additional 20 hours a week in the winter months (November 1 thru April 30). This position would start paying into IMRF and receive the IMRF benefit since the total hours in a year would exceed 1000 hours.

Motion was made by Steve Wolf to adopt the plan to expand position #2 into a part time winter position as outlined in proposal not to exceed 20 hours per week in winter months and seconded by Todd Latham.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Diana Rud, aye
5 ayes, 0 nay

MOTION CARRIED

UNFINISHED BUSINESS: Mower Purchase was discussed. Sue Swithin presented a couple of smaller and less expensive models of mowers. The mower purchase was presented at the last

Board Meeting and at the Building and Grounds committee meeting. Board agreed to make a decision. The discussion of the Jacobsen HR 700 at a cost of \$64,132 was thought to be too expensive for the budget.

Motion made by Steve Wolf to authorize the purchase of John Deere 1600 Turbo with Triple Deck to be purchased with trade- in of current 2003 - 1435 mower not to exceed \$49,000. Diana Rud Seconded.

ROLL CALL:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Diana Rud, aye
5 ayes, 0 nay

MOTION CARRIED

NEW BUSINESS: The Audit Bid Proposal opening was on February 28, 2017 at 1:00 p.m. No companies were present for bid opening. Knutte & Associates from Darien Illinois were the lowest bidder at \$5700. The board thought Knutte & Associates had the most experience working with park districts.

Motion was made by Todd Latham to agree to hiring Knutte & Associate's three year agreement of \$5700, \$5850, and \$6000 respectfully. Diane Scents seconded.

ROLL CALL:

Steve Wolf, aye Todd Latham, aye Diane Scents, aye Roberta Troeger, aye Diana Rud, aye
5 ayes, 0 nay

MOTION CARRIED

IPRA Conference Reports were reviewed. Some topics discussed at the Conference were how other Park Districts are coping with change and Drones in the Park. Roberta Troeger asked Sue Swithin if any new ideas came from the Conference. Sue Swithin mentioned Doggie bag Sponsorship and new programing ideas.

There being no further business, a motion was made by Roberta Troeger and seconded by Diane Scents to adjourn the meeting at 8:58 p.m. The next regular meeting will be held on April 12, 2017 at 6:30 p.m.
5 ayes, 0 nays

MOTION CARRIED

Roberta Troeger - President

Lisa Seeman – Board Secretary/Treasurer