

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 12, 2017 at 6:32 p.m.

PRESENT: Board Members: Roberta Troeger, Steve Wolf, Diane Scents, Todd Latham, Dan Hoyt. Diana Rud arrived at 6:37 p.m. Board Member Absent: Bill Clemons. Staff present: Sue Swithin, Director and Lisa Seeman.

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

MOTION CARRIED

CORRESPONDENCE: Thank you notes were received from Prairie view School and Sandwich Area Commerce.

PRESENTATION: Diana Rud was honored for years of service as Commissioner.

APPOINTMENT OF OFFICERS: Dan Hoyt appointed as Commissioner.

TREASURER REPORT: The following ending cash balances for March 31, 2017 were presented.

Corporate	\$ 33,716.92
Recreation	\$ 50,303.05
Paving & Lighting	\$ 12,236.56
Audit	\$ 51.79
Liability Insurance	\$ 11,612.75
Social Security	\$ 5,054.85
Unemployment/Workman’s Comp	\$ (5010.08)
IMRF	\$ 7,335.04
Special Recreation Fund	\$ (18.76)
2016 Bond Capital Project	<u>\$354,190.37</u>
	\$469,472.49

Sandwich Foundation Savings Account \$ 10,482.50

Steve Wolf questioned why two of the funds had negative amounts. Sue Swithin explained we would be receiving the special recreation funds in May. The payments for unemployment/workman’s compensation fund went over due to salary and Sandwich Park District had a few seasonal workers file unemployment claims.

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

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye Diana Rud, aye
6 ayes, 0 nays.

MOTION CARRIED

BILLS: The following bills were presented for approval.

		Additional bills
Corporate	\$ 9,961.35	\$2,374.61
Recreation	\$11,416.01	<u>\$1,135.38</u>
Social Security	\$ 1,591.77	
Unemployment/Workers comp	\$ 5,178.00	
IMRF	\$ 2,282.44	
Special Recreation Fund	\$ 18.76	
2016 Bond Capital Project Fund	<u>\$57,310.87</u>	
Total Bills	\$87,759.20	\$3,509.99

Following questions on the bills and request to have bills present at meetings, a motion was made by Diane Scents and seconded by Todd Latham to approve the bills.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye Diana Rud, aye
6 ayes, 0 nays.

MOTION CARRIED

DIRECTOR’S REPORT: Sue Swithin presented the Director’s report as it appears in Board Packet.

Sue Swithin met with Mayor Olson from the City of Sandwich. City of Sandwich is interested in the Gletty Park Parcel so they can create a detention pond. City of Sandwich is willing to work with the Park District to locate another location for the community garden. City of Sandwich is willing to do a lease/license with SPD to give access/walkway path for Harvey Creek.

After discussion with Board members more information is needed. Sue Swithin will continue conversations with City of Sandwich regarding Gletty Park.

Memorial Park Update: Pictures were shown of sidewalk, concrete patio by concession stand, fence and ADA parking spots. Sue Swithin asked for a change order to add an 8’ x 5’ concrete slab by ADA parking spots and playground to add park bench and garbage can. Todd Latham suggested the Park District contact Joe Lissman with Sandwich Boys Baseball to see if they would help pay for that expense. Diane Scents doesn’t think we have the money to put in the concrete slab at this time. Sue Swithin will meet with Heath from Upland to discuss costs of adding this extra concrete slab.

COMMITTEE REPORTS:

RECREATION: Committee Meeting was held. Discussed Leasing the Park District Van to Kendall Special Recreation Association to use for their events. A sample Lease agreement was presented at the meeting. Diana Rud asked if we would get financial reimbursement for gas or mileage. No financial

Reimbursement to Park District. Diane Scents would like to get an official vehicle lease agreement before a decision can be made.

Capital Plan- changes –see updated Capital plan spreadsheet. The final numbers are on plan of what has been spent.

The rain water at Knights Park was discussed. Sue Swithin would like to have a wood type cedar fence enclosure around dumpster and move the ADA port a let over to the area by the dumpster on a concrete area. Steve Wolf commented on looking into using an Engineer from Sandwich. Sue Swithin will look for a few Engineering Companies to give us a free estimate, if possible, to fix water problems at Knights Park.

Henderson Park is in need of beautification. Discuss moving playground equipment around and possible rearranging the Basketball courts and updating equipment. Sue would like to take two old swing sets down and replace with one swing set. Recommendations will be brought to May board meeting.

Diana Rud and Diane Scents would like to stick to Capital Plan and how projects were prioritized.

Discuss how Park District can allow rentals of kayaks. Customer would need to be able to transport kayak self and have own life jacket. Rental form needed for approval for May meeting.

Committee agreed for Sue Swithin to start with bid specs for Tennis Courts. Sue Swithin will be meeting with Heath from Upland to discuss project. Board would like to make a decision by May or June board meetings. Board would like to know when the construction would start.

BUILDING AND GROUNDS- May 4, 2017 meeting at 6:00 pm.

FINANCE – Motion made by Todd Latham to transfer funds from corporate fund (01-560) to unemployment fund (07-470) in the amount of \$5110.08. Diane Scents seconded.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye Diana Rud, aye
6 ayes, 0 nays.

MOTION CARRIED

The Tax Computation from DeKalb County was reviewed.

Next Finance meeting on May 4, 2017 at 7:00 pm.

CAPITAL DEVELOPMENT: Recommendations were made to update Capital Plan spreadsheet. The updated Capital Plan Spreadsheet now also shows what is being paid, account and when job/task is completed. 2014 Debt certificate is paid out. No money in 2010 bond. Only funds left are in the 2016 Bond.

PERSONNEL: Motion made by Diana Rud to approve Sue Swithin's employment contract seconded by Steve Wolf.

Discussion: Todd Latham would like the salary amount on contract and prefers 2 years instead of 3 years. Diane Scents prefers a 2 year contract. Diane Scents doesn't agree that conditions are measurable. There is not a description on how Director is evaluated. Diana Rud mentioned Sue Swithin's review is very thorough. Steve Wolf said contract more beneficial for Director. Park District did not have contracts for previous Directors. Roberta Troeger agrees contract is needed.

An amended motion, by Diana Rud to accept Sue Swithin's employment contract as written with Employment Section B to change to 2 year Contract seconded by Steve Wolf.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, nay Todd Latham, aye Diana Rud, aye
5 ayes, 1 nay.

MOTION CARRIED

Personnel Committee Meeting set for May 11, 2017 at 6:00 p.m.

UNFINISHED BUSINESS: Reminder of Economic Interest Statements needed to be completed and sent to DeKalb County.

Reminder of the upcoming Civil War Encampment dinner at 5:00 pm. on April 22, 2017.

NEW BUSINESS: Sue Swithin requesting to spend \$50 month for Internet and lighting monitoring at Memorial Park to be paid out of maintenance. Sue Swithin spoke with Joe Lissman of Sandwich Boys Baseball and he agreed to pay half of Internet bill during Baseball Season.

Motion made by Todd Latham to install Frontier Internet Service at Memorial Concession dual purpose of weather and internet with potential of reimbursement of some portion, seconded by Diane Scents.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye Diana Rud, aye
6 ayes, 0 nays.

MOTION CARRIED

There being no further business, a motion was made by Todd Latham and seconded by Diane Scents to adjourn the meeting at 8:50 pm. The next regular meeting will be held on May 10, 2017 at 6:30 pm.

MOTION CARRIED

Roberta Troeger – President

Lisa Seeman – Secretary/Treasurer