

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 10, 2017 at 6:30 p.m.

PRESENT: Board Members: Roberta Troeger, Steve Wolf, Todd Latham, Bill Clemons, Dan Hoyt. Diane Scents arrived at 7:03 p.m.

Staff present: Sue Swithin, Director and Lisa Seeman, Secretary/Treasurer.

OATH OF OFFICE: Motion was made by Bill Clemons and seconded by Steve Wolf to allow Secretary/Treasurer to administer the Oath of Office.

MOTION CARRIED

Roberta Troeger and Todd Latham took the Oath of Office as Park Commissioner of Sandwich Park District.

Sue Swithin suggested we create a policy to have the Election of Officers at the beginning of the meetings for future years. A policy will be drafted by Seeman and presented at the next board meeting.

MINUTES: Copies of the minutes from the April 12, 2017 meeting were made available to all the Board Members. A motion was made by Steve Wolf seconded by Todd Latham to accept the minutes of the April 12, 2017 Board Meeting.

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for April 30, 2017 were presented.

| | |
|-----------------------------|---------------------|
| Corporate | \$ 15,938.99 |
| Recreation | \$ 44,265.44 |
| Paving & Lighting | \$ 12,238.02 |
| Audit | \$ 51.79 |
| Liability Insurance | \$ 11,614.13 |
| Social Security | \$ 3,241.47 |
| Unemployment/Workman’s Comp | \$ 100.00 |
| IMRF | \$ 5,102.61 |
| Special Recreation Fund | \$ 1.24 |
| 2016 Bond Capital Project | <u>\$207,360.72</u> |
| | \$299,914.41 |

Sandwich Foundation Savings Account \$ 10,632.93

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

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Todd Latham, aye Bill Clemons, aye
5 ayes, 0 nays.

MOTION CARRIED

BILLS: The following bills were presented for approval.

| | |
|--------------------------------|---------------------|
| Corporate | \$ 10,036.51 |
| Recreation | \$ 30,815.53 |
| Social Security | \$ 1,813.77 |
| IMRF | \$ 2,233.04 |
| 2016 Bond Capital Project Fund | <u>\$ 91,112.85</u> |
| Total Bills | \$136,011.70 |

A motion was made by Todd Latham and seconded by Dan Hoyt to approve the bills.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Todd Latham, aye Bill Clemons, aye
5 ayes, 0 nays.

MOTION CARRIED

DIRECTOR’S REPORT: Sue Swithin presented the Director’s report as it appears in Board Packet. Sue mentioned the Summer Lunch Program will be starting up soon. The YMCA and the Sandwich Park District are the only two sites providing the Summer Lunch Program in Sandwich. Last year Sandwich Park District passed out over 6000 meals. Sue will be presenting at the Chamber of Commerce meeting on May 11, 2017. Her presentation will explain how the 2016 Bond money has been spent in the Parks and the future projects.

COMMITTEE REPORTS:

RECREATION: The Recreation Committee did not meet in May.

BUILDING AND GROUNDS: Sue Swithin gave an update on Memorial Park, that the project was completed. Bill Clemons explained the water fountain was taken out at Henderson Park due to problems with the water line. We will need to update the fountain so that it complies with ADA Standards but do not have the money at this time so they will replace the fountain at a later date.

2017-2018 Pizzo Stewardship Contract was presented.

A motion was made by Steve Wolf and seconded by Bill Clemons to accept the Pizzo Stewardship contract for \$7000 for the 2017 year.

ROLL CALL VOTE:

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

MOTION CARRIED

FINANCE –Committee met on May 4, 2017. The 2016-2017 Budget was reviewed. The final Tax Levy computation sheets for 17-18 have been received. The Budget Ordinance # 2017-001 Draft was reviewed.

A motion was made by Todd Latham to approve the Tentative Budget Ordinance #2017-001, to be on display for 30 days and to have a public hearing and vote at the June 14, 2017 Board Meeting. Seconded by Steve Wolf.

ROLL CALL VOTE:

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

MOTION CARRIED

CAPITAL DEVELOPMENT: Milestone project not completed. The Boy Scout’s project to put swings in is not completed due to the weather.

Sue Swithin mentioned the Tennis Courts bid opening was extended to May 16, 2017 at 1:00 pm.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

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

UNFINISHED BUSINESS: The Canoe/Kayak Rental Form was not ready and will be presented at the June board meeting.

The KSRA Vehicle Lease Agreement was presented for approval and with Sandwich Park District’s name on it.

Motion made by Diane Scents to approve the KSRA Vehicle Lease Agreement and seconded by Todd Latham.

ROLL CALL VOTE:

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

MOTION CARRIED

NEW BUSINESS: There was a reminder to Board Members to get their OMA Certification completed. All email addresses are now updated for commissioners.

Sue Swithin is requesting to have the commissioners, Steve Wolf, and Roberta Troeger sign checks once approved at Board Meetings. This will allow for separation of duties for the Treasurer.

At 7:58 p.m., a motion was made by Todd Latham and seconded by Steve Wolf to suspend the regular order of business and enter into EXECUTIVE SESSION: 5 ILCS 120/2 2.(c)(21) for the discussion

of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.*

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Todd Latham and seconded by Bill Clemons to close executive session and return to the regular order of business at 8:08 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

A motion was made by Todd Latham and seconded by Diane Scents to release the following Executive Session Minutes.

November 5, 2015
June 29, 2016
July 7, 2016
July 9, 2016
November 9, 2016
December 14, 2016 Part A
December 14, 2016 Part B
January 11, 2017

There being no further business, a motion was made by Steve Wolf and seconded by Diane Scents to adjourn the meeting at 8:09pm. The next regular meeting will be held on June 14, 2017 at 6:30 pm.

MOTION CARRIED

Roberta Troeger – President

Lisa Seeman – Secretary/Treasurer