

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, June 14, 2017 at 6:30 p.m.

**PRESENT:** Board Members: Roberta Troeger, Todd Latham, Dan Hoyt and Diane Scents. Steve Wolf arrived at 6:33 p.m. Bill Clemons Absent.  
Staff present: Sue Swithin, Director and Lisa Seeman.

**PUBLIC HEARING:** A motion to open the floor for the Public Hearing for Budget Ordinance #2017-001 was made by Roberta Troeger and seconded by Diane Scents.

4 ayes 0 nays MOTION CARRIED  
No comments.

A motion to close the Public Hearing for Budget Ordinance #2017-001 was made by Diane Scents and seconded by Dan Hoyt.

4 ayes 0 nays MOTION CARRIED

**MINUTES:** Copies of the Board Minutes from the May 10, 2017 meeting were made available to all the Board Members. A motion was made by Roberta Troeger seconded by Dan Hoyt to accept the minutes as presented.

5 ayes, 0 nays MOTION CARRIED

Copies of the minutes from the Reorganization Meeting on May 10, 2017 were made available to all the Board Members. A motion was made by Diane Scents and seconded by Dan Hoyt to accept the minutes as presented

5 ayes, 0 nays MOTION CARRIED

**CORRESPONDENCE:** A Thank you note was received by Emma Paveza’s Family. Thanking the employees of the Park District for their generous gift.

**PUBLIC COMMENT:** None

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

Corporate	\$ 18,250.45
Recreation	\$ 31,256.73
Paving & Lighting	\$ 12,303.76
Audit	\$ 653.50
Liability Insurance	\$ 14,720.06
Social Security	\$ 3,748.39
Unemployment/Workman’s Comp	\$ 1,697.35
IMRF	\$ 5,653.21
Special Recreation Fund	\$ 4,640.92
2016 Bond Capital Project	\$205,740.97
<u>2016 Bond Debt Service</u>	<u>\$ 10,857.24</u>
	\$309,522.58

Sandwich Foundation Savings Account \$ 10,633.39

A motion was made by Diane Scents and seconded by Steve Wolf 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  
5 ayes, 0 nays.

MOTION CARRIED

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

Corporate	\$ 10,687.81
Recreation	\$ 28,993.15
Paving and Lighting	\$ 292.50
Social Security	\$ 2,892.98
IMRF	\$ 3,582.45
Special Recreation Fund	\$ 2,319.53
2016 Bond Capital Project Fund	\$ 10,604.00
<u>2016 Bond Debt Service Fund</u>	<u>\$ 5,693.82</u>
Total Bills	\$ 65,066.24

Following questions on the bills, a motion was made by Diane Scents and seconded by Steve Wolf to approve paying bills as presented.

**ROLL CALL VOTE:**

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

MOTION CARRIED

**DIRECTOR’S REPORT:** Sue Swithin presented the Director’s Report as it appears in Board Packet. At Milestone Park, the frames are up and the swings will be installed once the concrete hardens. Eagle Scouts will be coming on Tuesday nights and working on the canoes/kayaks and trailer painting and wiring. The Splash pad is having water pressure issues, Sue Swithin is working with Bill Novicki on this issue. Lightning detection was installed and the internet is hooked up. The electric will be hooked up this Friday at Memorial Park. Diane Scents asked Sue Swithin if she is using the initial Grant funds she requested. Sue Swithin confirmed she will exhaust those funds first. Todd Latham asked what lightning detection company we were using and suggested we watch the warranty because it could be costly. There was an accident with an employee hitting another employee’s truck. IParks is working on the incident. Trying to get a used bumper to replace the one on the truck.

KSRA has served about 60 people here in Sandwich.

**COMMITTEE REPORTS:**

RECREATION: Discussed tennis court bid, kayak rental and the close out numbers for section 2. Tennis court bid and canoe/kayak rental form were being brought to board meeting for decision.

Fireworks contract was changed due to Half Ton Pyrotechnics being denied a license by the State. Half Ton Pyrotechnics found another company, RKM from Michigan, to do our fireworks. No contract has been signed with RKM at this time, because we are waiting to void our contract with Half Ton Pyrotechnics. The Park District paid Half Ton Pyrotechnics in full and waiting for them to send back payment before we pay RKM.

Parks: There was no meeting this month. Steve Wolf mentioned they drenched 7 ash trees for about \$150. About 10 trees in parks that need to be cut down.

FINANCE –Budget Ordinance # 2017-001 up for approval.

A motion was made by Roberta Troeger and seconded by Diane Scents to approve Budget Ordinance #2017-001 as presented.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham  
5 ayes 0 nays MOTION CARRIED

CAPITAL DEVELOPMENT: Sue Swithin reviewed the Tennis Court Improvement Bid with board members. The bid work includes repair or reconstruction of four courts as well as adding an ADA accessible paved path to the courts.

Base Bid: \$82,204.61 - Bridge existing cracks with a fiberglass grid fabric pave over with 2 inch of asphalt and color coat. The courts will remain crowned in the center which will prevent their use as a sanctioned competition site. Life expectancy 6-9 years.

Alternate #1: \$121,801.70 – Pulverize asphalt in place regrade pave 3.5 inches and color coat. Life expectancy of 20-25 years with color coat maintenance every 6 years.

Alternate #2: \$28,500 – Fencing- adjust to new court elevation, trim posts to 10 feet tall, install new fabric (fencing) at bottom rails. This is needed, but optional repair. It is required if Alternate #1 is selected because the pavement elevations with change. We currently do not have a bottom rail on the fencing. If Board decides to go with this option it would be Base Bid \$82,204.61 + \$28,500. Sue mentioned Todd Latham had requested her check how many posts needed replaced and Sue had counted 6 posts. Nothing crimping but the posts are severely leaning. Posts and nets included in the base bid. If Alternate #1 is selected then Alternate#2 is required.

Alternate #3: \$8,300 - would include a Tennis Backboard with additional posts to support it.

Alternate #4: \$10,001.10 – Asphalt paving at court perimeter. Additional paving at the court perimeter would prolong the life of the color coating and keep gravel from getting on courts. Unit Cost of \$200 to remove and replace one fence post and footing.

A motion by Diane Scents to approve the bid submitted by Evans and Sons Blacktop of West Chicago to conduct the services and base bid consisting of bridge existing cracks with a fiberglass grid pave over with 2-inch asphalt and color coat at \$82,204.60. Seconded by Steve Wolf. To use Bond 2016 funds and No Special Recreation (ADA) funds for this project at this time.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye  
5 ayes, 0 nays MOTION CARRIED

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: A motion was made by Diane Scents to suspend the regular order of business and enter into executive session for the appointment, employment, compensation, discipline, dismissal, performance or personal status of employees, officers, and legal counsel for the park district per 5 ILCS 120/2 2.c.(1) and seconded by Roberta Troeger.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Dan Hoyt, aye Diane Scents, aye Roberta Troeger, aye  
5 ayes, 0 nay MOTION CARRIED

A motion was made by Roberta Troeger and seconded by Diane Scents to return to regular order of business.

ROLL CALL VOTE:

Steve Wolf, aye Todd Latham, aye Dan Hoyt, aye Diane Scents, aye Roberta Troeger, aye  
5 ayes, 0 nay MOTION CARRIED

A motion was made by Diane Scents and seconded by Steve Wolf to approve the 2% salary increase for all permanent FT and permanent PT employees, with exception of Moulding and Seeman.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye  
5 ayes, 0 nays MOTION CARRIED

A motion was made by Steve Wolf and seconded by Diane Scents to change the Part Time Sports Coordinator position from 35 hours a week to a Full time 40 hours a week exempt position.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye  
5 ayes, 0 nays MOTION CARRIED

A motion made by Steve Wolf and seconded by Roberta Troeger to have all 17-18 salary increases to be retroactive to May 1, 2017.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Diane Scents, aye Todd Latham, aye  
5 ayes, 0 nays MOTION CARRIED

**UNFINISHED BUSINESS:** Canoe/Kayak Rental Form was presented to Board Members for approval.

A motion was made by Diane Scents to accept the Canoe/Kayak Rental Form as presented and seconded by Dan Hoyt.

5 ayes, 0 nays MOTION CARRIED

Sue Swithin presented Sick Day Policy information that was gathered from 4 other districts in the area. No decisions were made. Todd Latham requested a copy of Sandwich Park District Personnel Policy. Todd Latham requested that Sue Swithin gather other Park District Policy's to see what park district can provide to employees. Sue Swithin initial question was to allow employees to carryover 2 sick days per year.

**NEW BUSINESS:** Prevailing Wage Ordinance #2017-02.

A motion was made by Roberta Troeger and seconded by Diane Scents to approve the Prevailing Wage Ordinance #2017-002.

5 ayes 0 nays

MOTION CARRIED

A motion was made by Diane Scents and seconded by Steve Wolf to approve the Policy for Oath of Office and Election of Officers.

5 ayes 0 nays

MOTION CARRIED

Sue Swithin mentioned the Grand Marshal for the 4<sup>th</sup> of July Parade will be Dr. Shirley DeCorte. She recently retired from Woodbury Elementary School after 28 years of total service.

There being no further business, a motion was made by Steve Wolf and seconded by Diane Scents to adjourn the meeting at 8:02pm. The next regular meeting will be held on July 12, 2017 at 6:30 pm.

5 ayes 0 nays

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer