

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, July 12, 2017 at 6:30 p.m.

PRESENT: Board Members: Roberta Troeger, Todd Latham, Dan Hoyt, Diane Scents, Steve Wolf, and Bill Clemons.

Staff present: Sue Swithin, Director and Lisa Seeman.

MINUTES: Copies of the Board Minutes from the June 14, 2017 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Roberta Troeger to accept the minutes as corrected.

6 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: Waubensee Community College sent a Certificate of Appreciation for our support in regards to our programs and services. The Tennis Court Project received over 800 positive likes on Facebook. Kayla Jansen, community member, sent an email requesting fencing and sensory equipment for a park area to help kids with Autism.

PUBLIC COMMENT: No community members present. Park District received positive feedback from community regarding fireworks display and the ease of parking for people with disabilities.

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

Corporate	\$ 74,426.42
Recreation	\$ 54,848.61
Paving & Lighting	\$ 13,962.00
Audit	\$ 3,450.27
Liability Insurance	\$ 29,150.07
Social Security	\$ 12,825.68
Unemployment/Workman’s Comp	\$ 5,845.95
IMRF	\$ 16,720.46
Special Recreation Fund	\$ 13,104.25
2016 Bond Capital Project	\$188,991.52
<u>2016 Bond Debt Service</u>	<u>\$ 55,629.80</u>
	\$468,955.00

Sandwich Foundation Savings Account \$ 10,758.82

A motion was made by Steve Wolf 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 Diane Scents, aye Todd Latham, aye Bill Clemons, aye

6 ayes, 0 nays.

MOTION CARRIED

BILLS: The following bills were presented for approval dated 6/8/17 – 7/11/17

Corporate	\$ 11,151.74
Recreation	\$ 21,703.51
Paving and Lighting	\$ 2,240.68
Social Security	\$ 3,275.84
IMRF	\$ 2,553.63
Special Recreation Fund	\$ 10,782.13
2016 Bond Capital Project Fund	\$ 16,693.13
<u>2016 Bond Debt Service Fund</u>	<u>\$ 5,693.82</u>
Total Bills	\$ 74,094.48

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

6 ayes, 0 nays

MOTION CARRIED

Discussion: Dan Hoyt mentioned that some of the bills were on the Check List last month. Lisa Seeman, Treasurer, explained the date the report was pulled should have been 6/9/17 – 7/11/17.

DIRECTOR’S REPORT: Sue Swithin presented the Director’s Report as it appears in Board Packet. Maintenance Report: Tennis Courts project to begin July 13 and completed around August 23. After inspection of parks this week, Westfield Park gazebo needs to have the cedar shingle roof replaced with asphalt shingles. Milestone Park softball storage shed needs new shingles. Veterans Park gazebo needs iron rail maintenance and needs to be painted, will be getting quotes for the iron railing repair and painting of the gazebo.

COMMITTEE REPORTS:

RECREATION: The Recreation Committee did not meet. Todd Latham will be going to City Council to meet with them and give input on the masterplan for the bike/walking path. Diane Scents would like the city to be aware of where the path will be in the future, so they can make the adjustments when they are making repairs on curbs/streets so there is no added costs to Park District to make those changes. Board members also agree that the bike/walking path needs to be a community project, the school district, and city need to know when they make upgrades or repairs to take into consideration the future trail.

Parks: Committee did not meet. Park District received an IPRF Grant for \$314.00. Steve Wolf mentioned the potholes were really bad at Milestone Park and they need to be grated out.

FINANCE – Committee did not meet.

CAPITAL DEVELOPMENT: Diane Scents suggested waiting until the completion of the tennis court project to review the capital plan, which should be September. Sue Swithin mentioned the downtown gazebo needs repairs and maybe would could consider using Capital plan to pay for this project. Diane Scents suggested Sue Swithin look into Design Stairs to do iron railings for gazebo. Westfield Gazebo needs cedar roof replaced with shingles and shingles on softball shed at Milestone also needs replaced. Will probably have maintenance staff to do the shingles on softball shed when they get a chance.

RISK MANAGEMENT & LAW AND ORDER/SAFTEY: Committee did not meet.

PERSONNEL: Sue Swithin will be posting Administrative Assistant position, the current employee will be leaving sometime in August. Also, a Preschool Assistant position will need to be posted.

UNFINISHED BUSINESS: Personnel Committee will be meeting on July 26 at 6:30 pm to discuss Personnel Policy and the director evaluation and will bring back to board next month for a decision.

NEW BUSINESS: Freedom Days Fund – Fire department is asking for money for petting zoo for Freedom days’ events.

A motion was made by Steve Wolf and seconded by Dan Hoyt to approve payment of \$350 from Sandwich Park Foundation – Freedom Days Fund to pay for petting zoo from 4th of July entertainment.

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

Discussion: Steve Wolf would like the fire department to know we could have money to donate in the future “if they include us in on the process”. This would give awareness to the Sandwich Park Foundation.

Sue Swithin recommended to switch the Sandwich Park Foundation to a checking account or money market account. Also, to keep Freedom Day Fund separate and Foundation Fund separate on spreadsheet but still under one account. Lisa Seeman, Secretary Treasurer, will talk with bank to find out options.

Todd Latham spoke with Mayor of Sandwich regarding the sound system/speakers for downtown Sandwich. No action was taken.

Consent Agenda was presented by Todd Latham to help expedite the meetings. Bill Clemons and Steve Wolf not sure this would work for our agendas. There was no interest from Board Members.

Roberta Troeger asked about progress on land at Harvey Creek. Todd Latham is waiting to see what properties the City has to offer. Todd Latham said he had unfinished business with Mayor, regarding speakers, land conversations, and bike/walking path.

Bill Clemons asked if any progress was made on GO FUND ME page for Tennis Court Project. Roberta Troeger mentioned we could use the Sandwich Park Foundation to collect funds since it was a 501 C account. Sue Swithin will look into the GO FUND ME page.

Steve Wolf asked if anyone knew of anyone interested in the open seat on the Park Board. There was no interest at this time.

There being no further business, a motion was made by Bill Clemons and seconded by Diane Scents to adjourn the meeting at 7:58 pm. The next regular meeting will be held on August 9, 2017 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer