

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 9, 2017 at 6:30 p.m.

PRESENT: Board Members: Todd Latham, Roberta Troeger, Dan Hoyt, Steve Wolf, and Bill Clemons.
Absent: Diane Scents
Staff present: Sue Swithin, Director and Lisa Seeman.

MINUTES: Copies of the Board Minutes from the July 12, 2017 meeting were made available to all the Board Members. A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the minutes as presented.

5 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

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

Corporate	\$ 62,363.16
Recreation	\$ 41,203.12
Paving & Lighting	\$ 14,008.06
Audit	\$ 3,525.50
Liability Insurance	\$ 29,539.74
Social Security	\$ 10,943.40
Unemployment/Workman’s Comp	\$ 6,045.34
IMRF	\$ 14,667.15
Special Recreation Fund	\$ 13,394.37
2016 Bond (funds in checking)	\$ 2,868.52
<u>2016 Bond Debt Service</u>	<u>\$ 56,978.20</u>
	\$255,536.56

2016 Bond (Capital Projects) in Money Market \$184,139.32

Sandwich Foundation Savings Account \$ 10,909.29

A motion was made by Steve Wolf and seconded by Dan Hoyt 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: AMENDED CHECK REGISTER FROM 6/9/17 – 7-11-17

Corporate	\$ 10,762.75
Recreation	\$ 21,307.26
Social Security	\$ 2,240.68

Unemployment/Workman's Comp	\$ 3,275.84
IMRF	\$ 2,553.63
Special Recreation Fund	\$ 10,782.13
<u>2016 Bond Capital Project Fund</u>	<u>\$ 6,275.00</u>
Total Bills	\$ 57,197.29

A motion was made by Roberta Troeger 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 Bill Clemons, aye
 5 ayes, 0 nays MOTION CARRIED

BILLS: The following bills were presented for approval dated 7/12/17 – 8/4/17.

Corporate	\$ 10,558.77
Recreation	\$ 13,809.92
Social Security	\$ 1,942.00
IMRF	\$ 2,402.67
Special Recreation	\$ 288.48
<u>2016 Bond Capital Project Fund</u>	<u>\$ 2,000.00</u>
Total Bills	\$ 31,001.84

After discussion of bills, a motion was made by Roberta Troeger and seconded by Bill Clemons to approve paying bills as presented.

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 Director's report as it appears in board packet. Sue Swithin mentioned due to the large crowds at the Freedom Days fireworks display, we had the Auxiliary Police help with traffic control. Park District made a donation to the Auxiliary Police for their help. The Park District paid to have the wash rooms cleaned after the event. The Park District had a float displaying the kayaks in the Freedom Days parade, but we have not had any rentals. Tennis court project is moving along on schedule. National Night Out, that the police hosted, had a lower turn out than last year.

COMMITTEE REPORTS:

RECREATION: The Park District had a good turnout of residents for the summer programs. The Recreation Committee discuss the need for programs for the tennis court, since the tennis court project will be completed soon.

PARKS: Committee did not meet. Next meeting on August 28, 2017 at 6:00 p.m.

FINANCE – Committee did not meet. Next meeting on September 13, 2017 at 5:30 p.m.

CAPITAL DEVELOPMENT: Committee did not meet.

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

PERSONNEL: The Committee met and reviewed Sue Swithin's evaluation. There was a discussion of hiring of the new Admin Assistant. Mary Grumieaux was hired as new Admin Assistant.

UNFINISHED BUSINESS: A Sick Day Recommendation was made by the Personnel Committee to allow all employees to carry over 2 sick days at end of year. The Board requested Sue Swithin revise the personnel policy and bring to next month's board meeting.

A Go Fund Me Platform was discussed. A motion was made by Bill Clemons and seconded by Roberta Troeger to make a Recommendation for the Sandwich Park Foundation to move forward with a Go Fund Me Page to help pay for additional items for the Tennis Court project that are not in the Sandwich Park District budget.

ROLL CALL VOTE:

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

NEW BUSINESS: Sue Swithin presented an aerial video of our parks to the Board. Sue Swithin presented the contract for \$500, it would allow Kaifect LLC to do aerial videos of all our parks and add to our website. A motion was made by Steve Wolf and seconded by Dan Hoyt to agree to a contract with Kaifect LLC to do aerial pictures of all our parks for a fee of \$500 taken out of our corporate fund.

ROLL CALL VOTE:

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

Sue Swithin received a request by a Community Member to have Olaf Gjovik for Grand Marshall for next year's Freedom Days Parade since it will be 50 years of service in Community.

Sue Swithin mentioned Board President would need to be a FOIA Officer. A Motion was made by Bill Clemons and seconded by Steve Wolf to have the Board President become a FOIA Officer for the Sandwich Park District.

4 ayes, 1 nay MOTION CARRIED

Bill Clemons requested to go to Parks Conference even though the Park District would not pay for him to go.

There being no further business, a motion was made by Steve Wolf and seconded by Roberta Troeger to adjourn the meeting at 7:58 pm. The next regular meeting will be held on September 13, 2017 at 6:30 pm.

5 ayes 0 nays MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer