

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 13, 2017 at 6:30 p.m.

**PRESENT:** Board Members: Todd Latham, Roberta Troeger, Dan Hoyt, Steve Wolf, and Diane Scents. Bill Clemons arrived at 7:19 p.m.

Staff present: Sue Swithin and Lisa Seeman.

Public present: O’Ryan Lawlor, Joann Lawlor, Bill Novicki, and Tom Moulding.

A motion was made by Roberta Troeger and seconded by Diane Scents to change the agenda order to allow for the presentation of the Eagle Scout Project by O’Ryan Lawlor.

5 ayes, 0 nays

MOTION CARRIED

O’Ryan Lawlor presented his Eagle Scout Project to the Sandwich Park District Board. He created a scrapbook of the playground project he was working on at Milestone Park which consisted of two swings. One swing was an Expressive Swing and the other was a handicap accessible swing. A framed picture and a check was presented to the Sandwich Park District for \$3050.20 for the cost of the project.

A motion was made by Diane Scents and seconded by Roberta Troeger to resume to regular agenda.

5 ayes, 0 nays

MOTION CARRIED

**MINUTES:** Copies of the Board Minutes from the August 9, 2017 meeting were made available to all the Board Members. A motion was made by Steve Wolf and seconded by Dan Hoyt to accept the minutes as presented.

5 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** The Park District received a Thank You note from Starr Frederick for the personal gift commissioners and staff sent for assisting the new treasurer during transition.

**PUBLIC COMMENT:** None

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

Corporate	\$ 47,377.40
Recreation	\$ 25,635.92
Paving & Lighting	\$ 14,170.48
Audit	\$ 3,796.79
Liability Insurance	\$ 30,940.94
Social Security	\$ 9,112.49
Unemployment/Workman’s Comp	\$ 6,765.07
IMRF	\$ 12,262.44
Special Recreation Fund	\$ 14,440.27
2016 Bond (funds in checking)	\$ 168.52
<u>2016 Bond Debt Service</u>	<u>\$ 61,864.41</u>
	\$226,534.73

**2016 Bond (Capital Projects) in Money Market** \$142,654.84

**Sandwich Park Foundation (SPF) Account**

Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,337.42</u>
Total in SPF Account	\$11,284.76

A motion was made by Diane Scents and seconded by Roberta Troeger 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 Diane Scents, aye  
5 ayes, 0 nays. MOTION CARRIED

**BILLS:** The following bills were presented for approval dated 08/05/17 – 09/12/17.

Corporate	\$ 13,247.40
Recreation	\$ 17,817.38
Social Security	\$ 2,854.24
IMRF	\$ 3,736.65
Special Recreation	\$ 1,043.94
<u>2016 Bond Capital Project Fund</u>	<u>\$ 84,759.87</u>
Total Bills	\$123,459.48

After discussion of bills, a motion was made by Roberta Troeger and seconded by Steve Wolf to approve paying bills in the amount of \$123,459.48.

**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 the board packet. Progress of programs: Mother Goose Preschool is now full on Tuesday/Thursday, but we have a couple of spots open on Mon/Wed afternoon. Archery Class is full and we started a wait list. Gold Star Academy of Dance has started offering classes at the park district. Fall softball league has started.

Todd Latham asked Bill Novicki if there were any concerns regarding C. Isham’s exit interview. C. Isham was returning to school. Bill N. mentioned that C. Isham has been a very good employee for the season.

Sue Swithin attended a meeting hosted by First National Bank regarding the economic state of our area. Sue Swithin asked if any new subdivisions would be coming into area, but was informed it is mostly individual homes that are being built in area at this time.

The space shuttle was restored at Knights Park by removing rust, sanding and painting.

Steve Wolf concerned with ragweed at Harvey Creek Conservation area, would like park district to contact Pizzo regarding this concern. Diane Scents was concerned about snakes at Harvey Creek Conservation Area, thought we should post a sign for public to be aware snakes are present but are not poisonous.

Diane Scents asked about Movie in the Park and how the transferring of equipment agreement is working out. Sue Swithin mentioned no problems and everything is going well with the transferring of the equipment.

**COMMITTEE REPORTS:**

RECREATION: The Tennis Court project at Milestone Park is completed and open for public use. The committee discussed the need for men programing.

PARKS: The committee discussed the tree inventory and the need to cut down 13 more trees. Sue Swithin recently ordered a bench for Memorial Park to finish that project. The Gazebo Roof was completed by A&B Exteriors at Westfield Park. The shed at Milestone Park needs to have roof replaced but will be done by Park Maintenance staff. Diane Scents was to donate shingles. Discussed putting a berm at Ernest Memorial Park.

FINANCE: The committee met tonight before board meeting. The committee made a recommendation to have Starr Frederick's name removed from all of Sandwich Park District's banking accounts and the safety deposit box since she is no longer employed by the district.

A motion was made by Steve Wolf and seconded by Roberta Troeger to remove Starr Frederick's name from all Sandwich Park District's banking accounts and the safety deposit box.

**ROLL CALL VOTE:**

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

The Audit Draft Report was reviewed during the Finance committee meeting. A recommendation was made to ask the Auditor to attend the next board meeting to give a presentation of the Audit. The finance committee requesting the board members to review the audit draft report document and let the treasurer know of any concerns within 10 days. After 10 days, the Audit Draft report will be sent to Auditor for final draft. Steve Wolf mentioned there were no problems, concerns or recommendations made to improve our accounting process.

A motion was made by Diane Scents and seconded by Roberta Troeger to accept the Audit Draft Report form with a presentation of our final draft to be presented by our Auditors at our next board meeting. A week grace period is given for board members to review and make any comments to Treasurer before submitting to Auditor for final draft.  
5 ayes, 0 nays MOTION CARRIED

CAPITAL DEVELOPMENT: Committee did not meet.

RISK MANAGEMENT & LAW AND ORDER/SAFTEY: Committee did not meet. Sue Swithin spoke with the Chief of Police regarding Ordinances Adjudication system and all fines and fees stay within Sandwich.

PERSONNEL: Committee did not meet.

UNFINISHED BUSINESS: Sue Swithin presented the Personnel Policy with the revised verbiage for sick time.

A motion was made by Steve Wolf and seconded by Roberta Troeger to approve the paid time off section of the Personnel Policy as presented.

6 ayes, 0 nays

MOTION CARRIED

Director's Goals 2017-2018 were presented at last board meeting. Board was to review and suggest any other goals. Diane Scents asked Sue Swithin if she needs to complete continuing education units. Sue Swithin mentioned she needs 20 Continuing Credit hours per 2 years.

A motion was made by Dan Hoyt seconded by Steve Wolf to accept the Director's Goals 2017-2018 as presented at last Board meeting.

6 ayes, 0 nays

MOTION CARRIED

NEW BUSINESS: Sue Swithin attended the City of Sandwich Planning Commission Hearing that was held on September 12 at 6:30 p.m. The Dentist office adjacent to Harvey Creek is requesting a special use permit to put in a tent for banquet facilities. Sue shared some concerns she might have with the Special Use Permit. How does it affect our Conservation area? Trash, Parking, Security. What is the impact on the park? Is our park being used for business gain? Board members concerns were safety in our parks, liter, overflow parking and what is the city's plan if something happens related to this event. Sue Swithin requested to address a letter to the Council, Plan Commission, Police Chief and the Mayor on behalf of board regarding this Special Use Permit.

Sue Swithin mentioned Inland Realty contacted her regarding Indian Springs space available if we wanted to lease for our use, rent \$4000 month. Board not interested in the space. Sue will contact Rich Artman and let him know the board is not interested at this time.

There being no further business, a motion was made by Diane Scents and seconded by Bill Clemons to adjourn the meeting at 7:50 pm. The next regular meeting will be held on October 11, 2017 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer