

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 8, 2017 at 6:30 p.m.

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

Staff present: Sue Swithin and Lisa Seeman.

Public present: Joe Lissman and Jeff Gray from Sandwich Boys Baseball

**MINUTES:** Copies of the Board Minutes from the October 11, 2017 meeting 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 corrected  
6 ayes, 0 nays MOTION CARRIED

**CORRESPONDENCE:** St. Paul Fatima Group sent a card in appreciation for the use of the Gazebo. A thank you note was received from two of our employees, Barb Olin and Ashley Risk, for the funeral planter and card they received from the Park District.

**PUBLIC COMMENT:** None

**PRESENTATION:** Sandwich Boys Baseball (SBB) current President Joe Lissman introduced new SBB President Jeff Grey. Sandwich Boys Baseball enrollment is up. Discussed some activities they have been doing with their program. Joe Lissman mentioned they would like to put siding on the concession stand and would like to have the bleachers and dugouts redone and fence repaired. The batting cage building has some water problems, but they will probably dry lock the building. Sue Swithin mentioned that Joe Lissman will type up what capital projects that will be done. Joe Lissman mentioned he has received compliments regarding the improvements to Memorial Park.

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

Corporate	\$ 83,116.70
Recreation	\$ 58,839.10
Paving & Lighting	\$ 15,609.99
Audit	\$ 519.45
Liability Insurance	\$ 43,451.00
Social Security	\$ 14,985.56
Unemployment/Workman's Comp	\$ 10,687.36
IMRF	\$ 18,989.53
Special Recreation Fund	\$ 23,786.76
2016 Bond (funds in checking)	\$ 669.63
<u>2016 Bond Debt Service</u>	<u>\$105,569.41</u>
	\$376,224.49

**2016 Bond (Capital Projects) in Money Market** \$100,273.00

**Sandwich Park Foundation (SPF) Account**

Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,588.37</u>
Total in SPF Account	\$11,535.71

A motion was made by Roberta Troeger and seconded by Diane Scents 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 Bill Clemons, aye  
6 ayes, 0 nays. **MOTION CARRIED**

**BILLS:** The following bills were presented for approval dated 10/06/17- 11/07/17.

Corporate	\$ 9,117.85
Recreation	\$ 14,331.73
Social Security	\$ 2,896.86
IMRF	\$ 3,848.63
Special Recreation	\$ 31.86
<u>2016 Bond Capital Project Fund</u>	<u>\$ 1,559.22</u>
Total Bills	\$ 31,786.15

After discussion of bills, a motion was made by Steve Wolf and seconded by Dan Hoyt to approve paying bills in the amount of \$ 31,786.15.

**ROLL CALL VOTE:**

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Todd Latham, aye Diane Scents, aye Bill Clemons, aye  
6 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: Donut Dash was postpone due to rain until November 5, but we still had a good turnout. Steve Wolf requested an update of the Gletty Park meeting with Rick Olson, Mayor of Sandwich. Sue Swithin mentioned Rick Olson, talked with his attorney. Sue Swithin gave a copy of our deed of Gletty Park to the City of Sandwich’s attorney. Also, they had a conversation about a bollard being installed to keep cars out at Harvey conservation. The City’s Attorney is writing up an agreement, the city of Sandwich will put in path and Park District will maintain the path and the Park District will give them the deed to Gletty. Public Gardens have been moved to north of splash pad at Milestone Park. Diane Scents questioned the agreement with City regarding them putting in path and the Park District maintaining the path in exchange for Gletty Park.

**COMMITTEE REPORTS:**

RECREATION: Committee did not meet. Diane Scents spoke with a city resident regarding some trees at Memorial Park needing to be removed and some needing to be trimmed back.

PARKS: Meeting was cancelled.

FINANCE: Items on Board Agenda to be discussed.

CAPITAL DEVELOPMENT: Committee did not meet.

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

PERSONNEL: No information.

**UNFINISHED BUSINESS:** A motion was made by Diane Scents to approve Final Audit for 2016-2017 seconded by Steve Wolf.

**ROLL CALL VOTE:**

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

MD&A Review – No significant issues made by auditor.

Policy needed for closed session approval. Sue Swithin asked if we could get a short policy regarding closed session minutes. Need some clarification if the closed session minutes at the committee level need to be approved at the committee level or at the board level. Some suggestions by board members were to have it reviewed by legal.

A motion was made by Diane Scents and seconded by Steve Wolf at 7:20 pm to 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 Todd Latham, aye Diane Scents, aye Bill Clemons, aye  
6 ayes, 0 nays. MOTION CARRIED

A motion was made to return to regular meeting at 7:38 pm by Bill Clemons and seconded by Steve Wolf.

**ROLL CALL VOTE:**

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

A motion was made by Bill Clemons and seconded by Steve Wolf to approve the release of executive session minutes for the following dates:

March 30, 2016	June 2, 2016
May 10, 2017	May 25, 2017

**ROLL CALL VOTE:**

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

**NEW BUSINESS:** Tax Levy 2017-2018 was presented for review and approval.

A motion was made by Bill Clemons and seconded by Diane Scents to approve the Tax Levy 2017-2018.

**ROLL CALL VOTE:**

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

Travel Request form was presented by Sue Swithin for her to attend the IPRA Conference in January for a total of \$655 and Bill Novicki to be able to attend the IPRA Conference with expenses not to exceed \$346.

A motion was made by Bill Clemons and seconded by Roberta Troeger to approve the estimated expense of \$655 for Sue Swithin and \$346 for Bill Novicki to attend the IPRA Conference in January.

**ROLL CALL VOTE:**

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

Holiday Dinner date was discussed. December 9<sup>th</sup> was the consensus. Committee members to bring desserts. Park District will provide the dinner by UpperCrust.

Knights Park Storm Water Management - waiting to hear back from a company.

District #430 Reading Program Donation. Sue Swithin asked if it would be ok if Park District contributed some money to this program, board members donated their own money instead of park district sending money.

Staff Training – was discussed for the future. Todd Latham will look into a team building and communication training and get back with board.

Special Recreation Fund Purchase – Sue Swithin requesting to install an ADA bottle filling water fountain and a Hose bib outside that locks. Sue Swithin has received some quotes for installation from Town and Country and Just in Time. \$2000 ADA 09-524 account for Water fountain and \$300 for 01-521 for hose bib.

A motion was made by Diane Scents and seconded by Dan Hoyt for the installation and purchase of an ADA water fountain not to exceed \$2000 for ADA fountain and \$300 for the outside hose bib.

Discussion: Bill Clemons mentioned the main door still needs to be ADA. Sue Swithin mentioned the door is expensive and would need to be done in the future. Sue Swithin needs to give a report to KSRA a plan of what the Special Recreation money is being spent on.

ROLL CALL VOTE:

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

2018-2019 Meeting Schedule Approval – Changes were made to the Building and Grounds calendar.

A motion was made by Steve Wolf and seconded by Bill Clemons to approve the calendar with changes.

MOTION CARRIED

A motion was made by Steve Wolf and seconded by Diane Scents at 8:12 pm to go into EXECUTIVE SESSION: 5 ILCS 120/2 2.c.(1) for the appointment, employment, compensation, discipline, dismissal, performance or personal status of employees, officers, and legal counsel for the park district.

ROLL CALL VOTE:

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

A motion was made by Diane and seconded by Bill to return to the regular meeting at 9:20PM.

ROLL CALL VOTE:

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

There being no further business, a motion was made by Roberta Troeger and seconded by Steve Wolf to adjourn the meeting at 9:20 pm. The next regular meeting will be held on December 13, 2017 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer