

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 10, 2018 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, Director, Lisa Seeman and Bill Novicki

Public Present: Dale Hamilton

MINUTES: Copies of the Board Minutes from the December 13, 2017 meeting were made available to all the Board Members. A motion was made by Steve Wolf and seconded by Roberta Troeger to accept the minutes of the December 13, 2017 meeting as corrected.

MOTION CARRIED

CORRESPONDENCE: Mary Grumieaux and Garland King sent Thank You notes for the Holiday gift card they received from the Park Board.

PRESENTATION: Dale Hamilton, a representative for the Sandwich School board, gave a presentation of the Debt Service Extension Base (DSEB) referendum for Sandwich School District #430.

PUBLIC COMMENT: None

TREASURER REPORT: Treasurer reported the Tax Levy was filed with DeKalb and Kendall County on November 17, 2017. The following ending cash balances for December 31, 2017 were presented.

Corporate	\$ 66,782.54
Recreation	\$ 25,091.29
Paving & Lighting	\$ 15,798.48
Audit	\$ 829.51
Liability Insurance	\$ 18,194.84
Social Security	\$ 12,244.23
Unemployment/Workman’s Comp	\$ 4,330.67
IMRF	\$ 15,426.35
Special Recreation Fund	\$ 24,989.27
2016 Bond (funds in checking)	\$ 669.63
2016 Bond Debt Service	<u>\$ (817.41)</u>
	\$183,539.40

2016 Bond (Capital Projects) in Money Market \$100,294.70

Sandwich Park Foundation Account

Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,579.33</u>
Total in SPF Account	\$11,526.67

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
Bill Clemons, aye
6 ayes 0 nays.

MOTION CARRIED

BILLS: The following bills were presented for approval.

		<u>Additional bills</u>	
Corporate	\$ 8,294.40	\$ 1,200.61	
Recreation	\$19,812.62	<u>\$ 301.00</u>	
Paving and Lighting	\$ 187.50		
Social Security	\$ 2,024.23		
Unemployment/Workers comp	\$ 1,308.91		
IMRF	\$ 2,514.45		
Special Recreation Fund	<u>\$ 1,025.41</u>		
	\$35,167.52	+ \$1,501.61	= \$36,669.13 Total Bills

Diane Scents questioned all the checks written to the Food Pantries and how the amounts were determined. Sue Swithin made an agreement with the Food Pantries that have participated in the Donut Dash in previous years, that any funds they solicited they would get to keep after all of our expenses had been taken out.

A motion was made by Roberta Troeger and seconded by Dan Hoyt to approve the bills totaling \$36,669.13.

ROLL CALL VOTE:

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

MOTION CARRIED

DIRECTOR'S REPORT: Sue Swithin presented the Director's report as it appears in Board Packet. The Winter/Spring 2018 Brochure is out for community members. Festival of Trees event had some issues this year, but hoping to clear them up for next year's event.

COMMITTEE REPORTS:

RECREATION: Did not meet.

PARKS: Did not meet.

FINANCE – Todd Latham presented a Financial Policy Proposal for the board to review and make any suggestions.

CAPITAL DEVELOPMENT: Capital Plan was reviewed.

PERSONNEL: Director Search – received 11 resumes. Reviewed applicants and narrowed down questions for interviews. Committee will be working on scheduling the interviews in the next few days. Diane Scents suggested they add budgeting experience to the criteria spreadsheet. Roberta Troeger asked if the Salary range included Insurance benefit amount. Sue Swithin mentioned it does because of IMRF reportable wages. Lisa Seeman will check with Auditors how we present the offer to new director. Bill Clemons suggested allowing the Personnel interviewing committee to narrow it down to 3-4 people before the remainder of the board reviews final applicants.

UNFINISHED BUSINESS: Update of Knights Park Storm Water Proposal was tabled until February 2018 Board meeting.

Sandwich Park District Sexual Harassment Policy was updated due to Illinois law.

A motion was made by Diane Scents and seconded by Bill Clemons to accept the updated Sexual Harassment Policy as presented to the Board.

ROLL CALL VOTE:

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

MOTION CARRIED

Sexual Harassment Ordinance 2018-002 was presented for approval.

A motion was made by Diane Scents and seconded by Roberta Troeger to approve Ordinance 2018-002 Prohibiting Sexual Harassment.

ROLL CALL VOTE:

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

MOTION CARRIED

A copy of the Updated Sexual Harassment Policy needs to be given to all employees and posted for all employees to view.

Sandwich Park District Softball League was discussed. The by-laws are actually rules of the game and how to organize teams. Sue Swithin suggested we could add mission statement for the league. A suggestion by Sue Swithin, once the costs are covered for SPD any revenue could be distributed to each town for them to distribute how they choose like a scholarship. Sue Swithin mentioned Garland King, Sports Coordinator, was to find out what needed to be done from that group. Sue Swithin mentioned pricing is already established for this season, but to find out what they would like to do for the next season. Sue Swithin would like the board to make a decision at the end of the season once all expenses have been taken out to allow the remaining funds to be given back to all the teams that participated. They can use money to help someone that would not be able to afford to play. Bill Clemons suggested maybe it would be better to keep all money together and it would allow a larger scholarship. Board ok for Sue Swithin to propose changes to league.

Veteran's Park Gazebo Repair Project was presented by Bill Novicki, Park Foreman.

Bill Novicki spoke with Bruce Johnston, Ironworks, out of Yorkville, regarding ironwork to be done at Veteran's Park. He was given two options:

1. Take all railing out and sandblast. All bad sections taken out and new steel welded in.
2. Back rows have holes and it needs bondofill if we are not going to cut it off and replace entire rail- (not recommended by Gary). Non load bearing rail- fiberglass wrap, blend all back in, and put a metal based primer on to keep the rust off. This is not a load bearing railing not necessary to change whole thing.

No quotes were given at this time. Diane Scents asked about cutting out/welding in back in areas. Roberta Troeger asked if this is a safety concern. Bill Novicki mentioned it is a decorative piece. Bill Novicki mentioned there are some dented caps if they are to be replaced it would be more money as this is a time consuming project and it is only a cosmetic repair not structural repair. Todd Latham asked if any suggestions why this occurred? Bill Novicki mentioned possible leak in roof, or from trees in the back area it is a wet area of the park. Sue Swithin mentioned Gary's concern was that the iron work be fixed and primed. Sue Swithin mentioned Lion's club has a program to donate benches around community.

NEW BUSINESS: Bill Novicki asked the board if he could still attend the Conference even though he will not have his CPRP certification before conference. Due to circumstances out of his control his application to take the CPRP test was delayed.

An amendment was made by Diane Scents and seconded by Dan Hoyt to allow Bill Novicki to attend the Conference without his CPRP certification due to circumstances out of his control.

MOTION CARRIED

There being no further business, a motion was made by Diane Scents and seconded by Roberta Troeger to adjourn the meeting at 8:17 pm. The next regular meeting will be held on February 15, 2018 at 6:30 pm.

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer