

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Thursday, February 15, 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: Jerry Lee Grubman

MINUTES: Copies of the Board Minutes from the January 10, 2018 meeting were made available to all the Board Members. A motion was made by Diane Scents and seconded by Steve Wolf to accept the minutes of the January 10, 2018 meeting as presented.

MOTION CARRIED

CORRESPONDENCE: Diane Scents received verbal comments in appreciation for the ice rink. Bill Clemons' wife is happy the Sandwich Park District has partnered up with Kishwaukee Special Recreation Association (KSRA).

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for January 31, 2018 were presented.

Corporate	\$ 47,678.08
Recreation	\$ 14,813.59
Paving & Lighting	\$ 14,339.76
Audit	\$ 829.73
Liability Insurance	\$ 18,199.64
Social Security	\$ 9,741.95
Unemployment/Workman's Comp	\$ 4,331.81
IMRF	\$ 11,321.12
Special Recreation Fund	\$ 22,652.24
2016 Bond (funds in checking)	\$.53
2016 Bond Debt Service	<u>\$ (817.41)</u>
	\$143,091.04

2016 Bond (Capital Projects) in Money Market \$ 99,690.97

Sandwich Park Foundation Account

Pay Pal Account for Tennis Courts	\$ 22.72
Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,574.82</u>
Total in SPF Account	\$11,544.88

A motion was made by Bill Clemons 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 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	\$ 7,589.12	\$ 243.42				
Recreation	\$ 8,852.12	<u>\$ 282.15</u>				
Paving and Lighting	\$ 1,275.00					
Social Security	\$ 1,654.79					
IMRF	\$ 2,731.50					
Special Recreation Fund	\$ 2,343.00					
2016 Bond Capital Project Fund	<u>\$ 1294.10</u>					
	\$25,739.63	+ \$525.57	=	\$26,265.20	Total Bills	

Diane Scents asked if the IPRA Membership was transferrable. Sue Swithin responded that IPRA membership was transferrable to the new director and that it was needed to post the director job on their website.

A motion was made by Roberta Troeger and seconded by Steve Wolf to approve the bills totaling \$26,265.20.

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.

COMMITTEE REPORTS:

RECREATION: Did not meet. Diane Scents asked about the distribution of Softball League funds. Sue Swithin mentioned that would occur after the 2018 season has been completed.

PARKS: Did not meet. Rescheduled for March 8, 2018 at 6:30pm.

FINANCE – Todd Latham presented a Financial Policy Proposal for the board to review and make any suggestions. Next meeting scheduled for February 26, 2018 at 6:00p.m.

CAPITAL DEVELOPMENT: No meeting scheduled.

PERSONNEL: Steve Wolf mentioned there needs to be a change in language for sick days. Policy needs to be revised and presented to board for review and approval. Todd Latham thanked the Personnel Committee for all their work with the interviewing process.

UNFINISHED BUSINESS: Todd Latham gave an update regarding the Knight's Park Storm Water Proposal. Todd Latham spoke with 2nd Ward Alderman and the Mayor of Sandwich regarding the flooding issues at Knight's Park and adjacent properties to the park. The city is still in the fact finding stages once they get funding and then they plan on working on areas of greatest concern first. Mayor was informed that the Park District has had an Engineering company come out and do an evaluation but no work has been completed.

Veteran's Park Gazebo Repair Project Bill Novicki is getting two types quote one to do what is needed to patch things up and the other to redo the whole project.

Todd Latham asked that all board members review the Financial Policy Proposal and to give feedback before Finance Meeting on February 26 so it can be presented at March 2018 Board Meeting and hopefully be voted on at April 2018 Board Meeting.

NEW BUSINESS: Hiring of New Director of Sandwich Park District.

A motion was made by Steve Wolf and seconded by Roberta Troeger to hire Michael McCann as the new Director of the Sandwich Park District at an annual Salary of \$70,000 per hiring agreement.

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

Fireworks Contract was discussed and the date for the Fireworks Display will be on July 1, 2018.

A motion was made by Diane Scents and seconded by Bill Clemons to grant RKM of Michigan the Fireworks Display contract for \$9000.

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

Conference Reports from Bill Novicki, Park Foreman and Steve Wolf, Commissioner were presented for the Board to review.

Todd Latham Thanked Sue Swithin for her years of service at the Park District.

There being no further business, a motion was made by Diane Scents and seconded by Steve Wolf to adjourn the meeting at 7:30 pm. The next regular meeting will be held on March 14, 2018 at 6:30 pm.

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer