

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 11, 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: Cate Moulton, Knutte and Assoc. Lead Auditor

**MINUTES:** Copies of the Board Minutes from the September 13, 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:** None

**PUBLIC COMMENT:** None

**PRESENTATION:** The Audit Presentation for 2016-2017 was given by Cate Moulton, Lead Auditor from Knutte and Associates. An onsite audit showed the financial reports were fairly stated and the Auditor had no concerns of cash flow. The Auditor mentioned there were no deficits in internal control. There were no GASB changes in reporting at this time. It was a very clean audit, staff was very good about helping with information. Final copies of the Audit are being printed and should be ready and sent out by end of the week. Audit Financial Report (AFR) will be provided to the Park District either by paper or electronic copy.

**TREASURER REPORT:** The following ending cash balances for September 30, 2017 were presented.

Corporate	\$ 94,446.95
Recreation	\$ 59,351.04
Paving & Lighting	\$ 15,603.11
Audit	\$ 511.13
Liability Insurance	\$ 43,402.82
Social Security	\$ 16,889.95
Unemployment/Workman’s Comp	\$ 10,664.06
IMRF	\$ 21,523.42
Special Recreation Fund	\$ 23,751.91
2016 Bond (funds in checking)	\$ 228.85
<u>2016 Bond Debt Service</u>	<u>\$105,421.69</u>
	\$391,794.93

**2016 Bond (Capital Projects) in Money Market** \$102,264.36

**Sandwich Park Foundation (SPF) Account**

Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,587.88</u>
Total in SPF Account	\$11,535.22

A motion was made by Steve Wolf 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 09/13/17- 10/05/17.

Corporate	\$ 6,440.16
Recreation	\$ 6,709.32
Audit	\$ 5,700.00
Social Security	\$ 949.84
Unemployment/Workman's Comp	\$ 2,512.07
IMRF	\$ 1,283.05
Special Recreation	\$ 9,309.13
<u>2016 Bond Capital Project Fund</u>	<u>\$ 2,830.00</u>
Total Bills	\$ 35,733.57

After discussion of bills, a motion was made by Roberta Troeger and seconded by Bill Clemons to approve paying bills in the amount of \$ 35,733.57.

**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: Softball is running, and Park District offered a free week of fitness. The Go Fund Me page for the Tennis Court additions is up and running. Sue Swithin spoke with Rick Olson, Mayor of City of Sandwich, regarding the city putting in the path at Harvey Creek and discussed the deed at Gletty Park. Sue Swithin received email from Rick Olson giving her an ok to talk with their lawyers about the Gletty Park deed. Donut Dash Race is on schedule and should have enough staff and volunteers.

**COMMITTEE REPORTS:**

**RECREATION:** Discussed Girls Softball program and how it is doing financially. The program is bringing in a mid-20% profit. Girls Softball program has a good number of participants. Garland will be interviewing tennis instructors to get more tennis programs for the youth, adults, leagues and various groups. Discussed the Go Fund Me page and it is up and running for the Tennis Courts. Sue met with 2 parent reps from Girls Softball league on Monday evening. They are asking for field improvements, they would like to try a different type of ball mix for the fields to see if it would drain better and have less rainout games. Steve Wolf asked about the kayak/canoes, Diane Scents mentioned this will be on the December agenda for Recreation. Diane Scents would like Candace to attend the next meeting and find out what are the specific plans for the kayak/canoes.

**PARKS:** The Boy Scouts will be doing a rocket launch on October 21, at Milestone Park. The Boy Scouts will also be planting 2 trees that will be donated by Winding Creek Nursery.

FINANCE: Next meeting is November 8, 2017 at 5:30 pm. To review the 6 month budget, the Tax Levy Ordinance, Final Audit and AFR if available.

CAPITAL DEVELOPMENT: Committee did not meet.

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

PERSONNEL: Committee did not meet.

**UNFINISHED BUSINESS**: Go Fund Me Page is up and running. Collected \$25. The Final Audit was not ready so it will be tabled until next board meeting on November 8, 2017.

**NEW BUSINESS**: Sue Swithin asked if she and Bill Novicki could attend one day of the upcoming IParks conference so they can stay current with their Continuing Education Units (CEU) even though there is no money in the budget for this conference. Board agreed this would be beneficial for the organization.

A request to have Lisa Seeman become the IMRF Authorized Agent for Sandwich Park District was made so she can attend the training in the next few weeks.

A motion was made by Roberta Troeger and seconded by Diane Scents to appoint Lisa Seeman as the IMRF Authorized Agent.

6 ayes 0 nays

MOTION CARRIED

A draft of the Tax Levy Ordinance was presented to the Board to review, it will be discussed at the next Finance meeting in November and presented at the next Board Meeting for approval.

Sue Swithin asked if the park district would pay for Bill Novicki to take the CPRP test. Upon Bill Novicki passing the exam, the board agreed to reimburse him for the CPRP test expense. The CPRP test costs about \$200. Once he passes he would need to be a NRPA which would then cost \$165 a year to be a member. Sue Swithin also asked to increase Bill Novicki's pay if he passes, no decision was made at this time regarding increase in pay.

There being no further business, a motion was made by Roberta Troeger and seconded by Steve Wolf to adjourn the meeting at 7:18 pm. The next regular meeting will be held on November 8, 2017 at 6:30 pm.

6 ayes 0 nays

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer