

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

**PRESENT:** Board Members: Todd Latham, Roberta Troeger, Bill Clemons, Dan Hoyt, and Steve Wolf.  
Board Member Not Present: Diane Scents  
Staff present: Sue Swithin and Lisa Seeman.  
Public present: Candace Kissel

**MINUTES:** Copies of the Board Minutes from the November 8, 2017 meeting were made available to all the Board Members. A motion was made by Roberta Troeger and seconded by Bill Clemons to accept the minutes as corrected.

5 ayes, 0 nays

MOTION CARRIED

**CORRESPONDENCE:** A Thank You card was received from the Burd Family for going above and beyond and making their day special. A birthday cake was provided for both of them at the Donut Dash. Candace Kissel received a Thank you from Salem Lutheran Church for provided space at the Festival of Trees for their Raffle Fundraiser.

**PUBLIC COMMENT:** None

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

Corporate	\$ 72,143.79
Recreation	\$ 39,529.53
Paving & Lighting	\$ 15,638.09
Audit	\$ 563.37
Liability Insurance	\$ 43,683.71
Social Security	\$ 13,213.54
Unemployment/Workman’s Comp	\$ 4,932.76
IMRF	\$ 16,675.64
Special Recreation Fund	\$ 23,959.48
2016 Bond (funds in checking)	\$ 669.63
<u>2016 Bond Debt Service</u>	<u>\$106,355.49</u>
	\$337,365.03

**2016 Bond (Capital Projects) in Money Market** \$100,281.24

**Sandwich Park Foundation (SPF) Account**

Freedom Day portion	\$ 3,947.34
Foundation portion	<u>\$ 7,588.84</u>
Total in SPF Account	\$11,536.18

A motion was made by Bill Clemons and seconded by Dan Hoyt 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 Bill Clemons, aye  
5 ayes, 0 nays.

MOTION CARRIED

**BILLS:** The following bills were presented for approval dated 11/08/17- 12/08/17.

Corporate	\$ 8,246.84
Recreation	\$ 13,380.46
Liability Insurance	\$ 26,864.20
Social Security	\$ 1,847.56
Unemployment/Workman's Comp	\$ 5,872.00
IMRF	\$ 2,538.78
Special Recreation	\$ 169.50
<u>2016 Bond Debt Service Fund</u>	<u>\$111,975.10</u>
Total Bills	\$170,894.44

After discussion of bills, a motion was made by Roberta Troeger and seconded by Steve Wolf to approve paying bills in the amount of \$ 170,894.44.

**ROLL CALL VOTE:**

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

**DIRECTOR'S REPORT:** Sue Swithin presented the Director's report as it appears in the board packet.

**COMMITTEE REPORTS:**

RECREATION: Sue Swithin mentioned there was a Softball Committee meeting on the same night as the Recreation Committee meeting was taking place and Garland King, Sports Coordinator, attended the Softball Committee meeting. Sue Swithin and Garland King reviewed the softball budget and reserve funds. The Softball Committee had some concerns as to who is really running the Softball program and is the net reserve being made to the Softball league. Sue Swithin had 3 options to take back to the group.

1. 10-12% net reserve. Does the board want the reserve split among towns and let them decide what to do with their money, i.e. scholarship, field maintenance.
2. SPD stop running league and let the parents create their own program/league.
3. SPD continue as our own league, played on our fields, and we can invite teams to play here.

Haven't heard back from that group. They want to know where the money will go.

There were complaints by umpires because they would need to complete a w-9 so the 1099 could be issued to those that made over \$600. Todd Latham would like to review the Softball League by laws.

Dan Hoyt gave update from meeting. Garland King is looking for an instructor for basic skating. No need for Hockey Lessons. Volunteers are needed to maintain ice rink. Tennis courts: Joe Roberts is going to help teach Pickle ball. Hoping to have tennis leagues established this summer. Try to find ways to promote canoes and kayaks. Candace Kissel, Activity Coordinator, planning overnight trips, adventure camps and family campouts. Festival of Trees run rate was 73%. Candace felt the Hotel was the best option for Festival of Trees. Suggestion was made to separate the free programs from the spreadsheet. Dan Hoyt had email message from Diane Scents that she had met with Gary Augustine regarding Gazebo and that in his opinion areas are not salvageable because of the holes and rusted out areas. He can't risk painting over open faced areas.

PARKS: Committee did not meet

FINANCE: Committee did not meet

CAPITAL DEVELOPMENT: Committee did not meet.

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

PERSONNEL: Steve Wolf reviewed personnel records from Sandwich Park District Office. Office keeps double personnel folders: one with personal/private information and the other with evaluations for Board Members to

review. Reviewed how vacation/sick time is kept in spreadsheets. Other information discussed at meeting is under New Business.

**UNFINISHED BUSINESS:** Estimate from Gary Augustine- Veteran's Park Gazebo. \$7000 to \$10,000. Park District would take Christmas lights down. Power wash and prep on rusty metal if not done there will be an extra charge for prep. Painting only price includes \$5400 any additional work to replace rotted wood would be more money. Finish with white metal. Iron work needed in future. Holes in railing needed in future. Estimate needed in future. Todd Latham recommended if there is not an expiration on paint bid to get an iron work bid first to see the total amount of repair and compare to our budget.

**NEW BUSINESS:** Sue Swithin recommended the Sandwich Park District Board members start using the laptop that is designated to the board members. Also, suggested storing Executive Sessions on the Board member laptop. A new recorder was purchased for the Board to use for executive session meetings. Sue will purchase a lock box to keep recorder and laptop in for Board members only.

A motion was made by Bill Clemons and seconded by Dan Hoyt for the board members to use the designated board recorder and laptop for executive session minutes to be stored in a lock box for board members.

5 ayes 0 nays

MOTION CARRIED

2018 Pizzo contract for stewardship management at Harvey Creek Conservation Area was presented.

A motion was made by Roberta Troeger and seconded by Steve Wolf to grant Pizzo & Associates \$9000 contract to do the burn and general stewardship for Harvey Creek Conservation Area funds to come out of 2016 Bond Capital Project Fund.

Discussion: Bill Clemons mentioned putting money in next year's budget to improve Harvey Creek Conservation Area.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Todd Latham, aye Bill Clemons, aye

5 ayes, 0 nays

MOTION CARRIED

Todd Latham, President, read the letter of resignation by Sue Swithin, Director effective February 16, 2018.

A motion was made by Dan Hoyt and seconded by Bill Clemons to accept the resignation of Director, Sue Swithin.

5 ayes, 0 nays

MOTION CARRIED

Discussion of Director Job Description and some revisions.

A motion was made by Steve Wolf and seconded by Roberta Troeger to accept the Director Job Description with revisions.

5 ayes 0 nays

MOTION CARRIED

Posting of Director Position.

A motion was made by Steve Wolf and seconded by Roberta Troeger to post job on IPRA at a rate of \$165 + \$100 social media/email blast not to exceed \$300 from corporate fund.

Discussion: Sue Swithin to send job posting to IPRA on Thursday, December 14.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Todd Latham, aye Bill Clemons, aye

5 ayes, 0 nays

MOTION CARRIED

Approval of posting of job posting description.

A motion was made by Bill Clemons and seconded by Dan Hoyt to approval posting of job posting description.

5 ayes, 0 nays

MOTION CARRIED

Search process. The first week of January will review resumes, all board members and the final screening will be all board meetings. Personnel Committee Agenda every Wednesday in January at 6:30 pm to interview and review candidates. Hoping to hire someone by end of January to allow them to give 2 weeks' notice and be able to work with Sue before she leaves. Leave a week overlap before Sue leaves on February 16, 2018. Interview Team will be Steve Wolf, Roberta Troeger, and Dan Hoyt. Meeting Agenda will need to be posted if all 3 board members are present. Todd Latham suggested all board members send their top 5 concerns and questions to ask the new director.

Knights Park Proposal. Sue Swithin met with Tebrugge Engineering regarding estimate of Topographic survey and civil site plan for Knights Park. The estimate is \$12,644.00 for the topographic survey and civil site plan. The construction costs could be anywhere from \$40,000- \$50,000 and up.

After discussion by the board members, they preferred to get more information from city before making a decision.

A motion was made by Roberta Troeger and seconded by Steve Wolf to table the Tebrugge Engineering proposal until next board meeting.

5 ayes, 0 nays

MOTION CARRIED

Update and approval of Sexual Harassment Policy. A few versions of the Sexual Harassment Policy were presented, and board preferred the one the Sandwich Library will be using. All Board members were to review the different policies and let the secretary know what information they would like to have added to policy that will be presented at January board meeting.

Sue Swithin presented the board with a list of employees she was requesting to purchase Holiday gift cards from Sandwich Park Board.

A motion was made by Roberta Troeger and seconded by Bill Clemons to purchase 15 \$50 Holiday gift cards from Art's Supermarket for list of employees presented by Sue Swithin, not to exceed \$750.

ROLL CALL VOTE:

Dan Hoyt, aye Steve Wolf, aye Roberta Troeger, aye Todd Latham, aye Bill Clemons, aye

5 ayes, 0 nays

MOTION CARRIED

A motion was made by Bill Clemons and seconded by Roberta Troeger to enter 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.

5 ayes, 0 nays

MOTION CARRIED

A motion was made by Bill Clemons and seconded by Roberta Troeger to return to regular session.

5 ayes, 0 nays

MOTION CARRIED

There being no further business, a motion was made by Steve Wolf and seconded by Bill Clemons to adjourn the meeting at 8:58 pm. The next regular meeting will be held on January 10, 2018 at 6:30 pm.

5 ayes 0 nays

MOTION CARRIED

Todd Latham – President

Lisa Seeman – Secretary/Treasurer