The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 9, 2023 at 6:30 p.m.

**PRESENT:** Board Members: Dan Hoyt, John Fincham, Diane Scents, Brad Knepper and Eric Terlep

Board Members Absent: Shaun Legge

Staff present: Executive Director, Bill Novicki and Board Secretary/Treasurer, Angela Seville

### PLEDGE OF ALLEGIANCE

**MINUTES:** Copies of the Board meeting minutes from July 12, 2023 were made available to all Board Members.

A motion was made by Diane Scents and seconded by John Fincham to accept the minutes of the July 12, 2023 Board meeting as presented.

#### **ROLL CALL VOTE:**

Dan Hoyt, aye John Fincham, aye Diane Scents, aye Brad Knepper, aye 4 ayes, 0 nays MOTION CARRIED

#### OATH OF OFFICE OF APPOINTED BOARD COMMISSIONER:

A motion was made by Diane Scents and seconded by John Fincham to appoint Eric Terlep, Commissioner of the Sandwich Park District, to the vacant 4-year unexpired term.

#### **ROLL CALL VOTE:**

John Fincham, aye Diane Scents, aye Brad Knepper, aye Dan Hoyt, aye 4 ayes, 0 nays MOTION CARRIED

The Oath of office was administered to Eric Terlep by Board Vice-President, Dan Hoyt.

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None.

**TREASURER REPORT:** The following ending cash balances for July, 2023 were presented.

Corporate	\$173,603.41
Recreation	\$191,421.14
Paving & Lighting	\$ 18,643.89
Audit	\$ 9,054.13
Liability Insurance	\$ 25,190.52
Social Security	\$ 14,390.21
Unemployment/Workman's Comp	\$ 37,343.41
IMRF	\$ 37,368.74
Special Recreation Fund	\$ 60,369.23
2020 Bond (funds in checking)	\$ 72.69
2020 Bond Debt Service Fund	\$ 67,298.41
	\$634,755.78

# **2020 Bond (Capital Projects) in Money Market**

\$ 258,390.25

A motion was made by Diane Scents and seconded by John Fincham to accept the Treasurer's Report as presented subject to audit.

## **ROLL CALL VOTE:**

Diane Scents, aye Eric Terlep, abstain Brad Knepper, aye Dan Hoyt, aye John Fincham, aye 4 ayes, 1 abstain, 0 nays MOTION CARRIED

**BILLS:** The following bills were presented for approval.

Corporate Fund	\$ 26,596.11	
Recreation Fund	\$ 12,579.39	
Social Security Fund	\$ 2,327.38	
I.M.R.F. Fund	\$ 1,898.94	
Special Recreation Fund	\$ 31,016.86	
2020 Bond-Capital Proj. Fund	\$ 77,783.08	_
	\$ 152,201.76	Total Bills

A motion was made by Diane Scents and seconded by Brad Knepper to accept the bills as presented subject to audit.

#### **ROLL CALL VOTE:**

Eric Terlep, abstain Brad Knepper, aye Dan Hoyt, aye John Fincham, aye Diane Scents, aye 4 ayes, 1 abstain, 0 nays MOTION CARRIED

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Executive Director, Bill Novicki reported that the summer camp program has ended with most of the afternoon sessions running. There is one more music in the park event for this summer. Staff participated in the back to school bash and will be participating in another community event this week. Due to recent storms, some of the parks received damage; the insurance adjuster has been out for an inspection. Staff are working on placing Fibar around the playground areas. Quotes are being obtained for the installation of the ADA water fountain at Memorial Park.

#### **COMMITTEE REPORTS:**

**RECREATION: None** 

BUILDINGS & GROUNDS: None (The September 13, 2023 Building & Grounds meeting has been cancelled)

FINANCE: A review of the 3month budge took place. An overview of the reports took place for new board members. Fund balances are good at this time and will continue to monitor each fund.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

### **UNFINISHED BUSINESS:**

<u>Dog Park</u>: Construction of the dog park has mostly been completed with the restoration work and water fountain still unfinished. Preliminary items have been ordered and installed such as signs, picnic table, benches, and garbage cans. Main entrance sign has also been completed and once installed will remain covered until the unveiling of the park. The small dog area may not open this year as seeding of the grass will not be established enough to allow it to be open. A grand opening date will be set soon.

<u>Electric Issue at Milestone Park</u>: No new update on the issue, but the contractor is working with the city to resolve the issue.

#### **NEW BUSINESS:**

<u>Dog Park Registration Process</u>: Reviewed the registration process as participants will be allowed to register online through CivicRec but will be required to provide proof of vaccination in order to obtain the dog tag. Dog tags purchased now will be good through 2024. Reviewed registration costs and discussed paper day passes.

A motion was made by Diane Scents and seconded by Brad Knepper to approve the online CivicRec registration process for the Dog Park with the annual cost per dog to be \$20.00 for a resident and \$30.00 for a non-resident.

#### **ROLL CALL VOTE:**

Brad Knepper, aye Dan Hoyt, aye John Fincham, aye Diane Scents, aye Eric Terlep, aye 5 ayes, 0 nays MOTION CARRIED

<u>Asphalt Sealcoating Quotes</u>: Quotes for repaving of Memorial Park and Knights Park were presented for review.

A motion was made by Diane Scents and seconded by John Fincham to award the sealcoating of the parking lots and walkway at Memorial Park in the amount of \$6,650.00 and the parking lot and basketball court at Knights Park in the amount of \$3,780.00 to Brown Sealcoating and Construction, Yorkville, IL for a total of \$10,430.00 payable from the Paving & Lighting Fund.

### **ROLL CALL VOTE:**

Dan Hoyt, aye John Fincham, aye Diane Scents, aye Eric Terlep, aye Brad Knepper, aye 5 ayes, 0 nays MOTION CARRIED

<u>Staff Recognition</u>: The board recognized Executive Director, Bill Novicki for his years of service and dedication to the Sandwich Park District.

<u>IAPD Awards Gala</u>: Executive Director, Bill Novicki noted that the IAPD hosts an annual awards gala were agencies may honor board members that have served various eligible years. We would like to honor Roberta Troeger who had served 30 years as a board commissioner, but also served over 20 years as an employee, board members expressed interest in this. There is a fee for the dinner and awards ceremony and the district will cover the cost for three to attend. Executive Director, Bill

Novicki will reach out to Roberta Troeger for her input. The awards gala will be held on Friday, October 20, 2023.

There being no further business, a motion was made by Diane Scents and seconded by John Fincham to adjourn the meeting at 7:35 p.m.

5 ayes, 0 nays

MOTION CARRIED

The next regular board meeting will be held on September 13, 2023 at 6:30 pm.

Reminder of the first Efficiency Committee meeting that will be held on Wednesday, August  $23^{rd}$  at 6:30 pm

Dan Hoyt, Vice-President

Angela Seville, Board Secretary