

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 11, 2023 at 6:30 p.m.

**PRESENT:** Board Members: Shaun Legge, John Fincham, Diane Scents, Dan Hoyt, Brad Knepper, Eric Terlep and Theresa Jourdan  
 Staff present: Board Secretary/Treasurer, Angela Seville  
 Executive Director, Bill Novicki via phone call while attending the NRPA conference

### **PLEDGE OF ALLEGIANCE**

**MINUTES:** Copies of the Board meeting minutes from September 13, 2023 were made available to all Board Members.

A motion was made by Dan Hoyt and seconded by John Fincham to accept the minutes of the September 13, 2023 Board meeting as presented.

### **ROLL CALL VOTE:**

Shaun Legge, aye      John Fincham, aye      Diane Scents, abstain      Dan Hoyt, aye  
 Brad Knepper, aye      Eric Terlep, aye  
 5 ayes, 0 nays, 1 abstain

**MOTION CARRIED**

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

A motion was made by Diane Scents and seconded by Dan Hoyt to appoint Theresa Jourdan, Commissioner of the Sandwich Park District, to the vacant 6-year unexpired term.

### **ROLL CALL VOTE:**

John Fincham, aye      Diane Scents, aye      Dan Hoyt, aye      Brad Knepper, aye  
 Eric Terlep, aye      Shaun Legge, aye  
 6 ayes, 0 nays

**MOTION CARRIED**

The Oath of office was administered to Theresa Jourdan by Board President, Shaun Legge.

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

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

Corporate	\$221,579.97
Recreation	\$225,668.86
Paving & Lighting	\$ 9,036.62
Audit	\$ 5,257.78
Liability Insurance	\$ 35,058.33
Social Security	\$ 19,212.28
Unemployment/Workman's Comp	\$ 38,009.39
IMRF	\$ 44,874.69
Special Recreation Fund	\$ 73,693.68
2020 Bond (funds in checking)	\$ 8.93

2020 Bond Debt Service Fund	\$115,573.15
	\$787,973.68

**2020 Bond (Capital Projects) in Money Market** \$ 258,946.65

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	Dan Hoyt, aye	Brad Knepper, aye	Eric Terlep, aye
Theresa Jourdan, abstain	Shaun Legge, aye	John Fincham, aye	
6 ayes, 0 nays, 1 abstain			<b>MOTION CARRIED</b>

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

Corporate Fund	\$ 13,125.95
Recreation Fund	\$ 14,168.30
Paving & Lighting Fund	\$ 11,305.00
Social Security Fund	\$ 2,064.18
Unemployment/Workmans Comp Fund	\$ 285.44
I.M.R.F. Fund	\$ 1,957.20
Special Recreation Fund	\$ 12,175.49
2020 Bond-Capital Proj. Fund	\$ 881.88
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	\$ 55,963.44 Total Bills

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

**ROLL CALL VOTE:**

Dan Hoyt, aye	Brad Knepper, aye	Eric Terlep, aye	Theresa Jourdan, abstain
Shaun Legge, aye	John Fincham, aye	Diane Scents, aye	
6 ayes, 0 nays, 1 abstain			<b>MOTION CARRIED</b>

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Executive Director, Bill Novicki reported that fall soccer and softball programs are almost completed. The Harvest Moon egg hunt and hay ride event will take place on October 28<sup>th</sup> and we are looking to add additional activities to the event, so more volunteers will be needed. The Troeger Dog Park has officially opened with the grand opening taking place last week. We are still waiting on the final estimate from the insurance company from the storm damage. Maintenance staff continue to mow and have completed placing Fibar around all the playsets and will soon be winterizing equipment.

**COMMITTEE REPORTS:**

RECREATION: Committee Chair, Diane Scents reported that a meeting was held and they discussed current programs that have and have not run, expanding the scary movie night with a food or beer vendor. Discussed the summer camps as we had added an afternoon session. Discussed new programming, current marketing schedule, and the next brochure.

BUILDINGS & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

**UNFINISHED BUSINESS:**

Dog Park: The grand opening for Troeger Dog Park was held last week with a good turn out and is now officially open. Additional plants and elements will be added in the spring. Executive Director, Bill Novicki will follow up with the police department to review the policy and monitoring of the dog park to verify those using the park have proper tags.

Electric Issue at Milestone Park: No additional update as the contractor and the sub-contractor are working together to get this issue resolved with the city.

Soccer Shed Discussion- We are still waiting on the final report from our insurance company regarding the storm damage. Executive Director, Bill Novicki has met with IVVC building trades department regarding the three possible options for a replacement shed. The costs to IVVC would only be for material costs. Option 1: for a 10x20 shed would be approximately \$5,500.00, Option 2: for a 20x20 shed would be approximately \$6,500.00 with the cost of a concrete slab additional, Option 3: for a 30x40 pole barn kit could cost approximately \$10,000.00-\$15,000.00 plus the cost of the concrete slab. Will review options once the final report from the insurance company is received.

**NEW BUSINESS:**

Increase Investment Options: Board Secretary/Treasurer, Angela Seville recommended that the board review the excess funds available for additional investment into the Illinois Funds accounts.

A motion was made by Diane Scents and seconded by John Fincham to invest \$40,000.00 from the Corporate Fund into the Illinois Funds Corporate Account and \$25,000.00 from the Recreation Fund into the Illinois Funds Recreation Account.

**ROLL CALL VOTE:**

Brad Knepper, aye	Eric Terlep, aye	Theresa Jourdan, abstain	Shaun Legge, aye
John Fincham, aye	Diane Scents, aye	Dan Hoyt, aye	
6 ayes, 0 nays, 1 abstain			MOTION CARRIED

Mower Replacement: Quotes obtained from John Deere were reviewed for replacement of the district mowers. Discussed the purchase of two John Deere Z970R ZTrak mowers with a 72” deck and one John Deere X590 mower with a 54” deck and the trade in value of three district mowers.

A motion was made by Dan Hoyt and seconded by Theresa Jourdan to purchase two John Deere Z970R mowers with an extended cost of \$33,445.72 and to purchase one John Deere X590 mower with an extended cost of \$7,499.25 and to trade in the 2017 John Deere 1600, 2009 John Deere 1435 and 1997 John Deere 345 with a combined trade in value of \$14,445.72 for a total cost of \$26,499.25 payable to Deere & Company from the 2020 Bond Fund.

ROLL CALL VOTE:

Eric Terlep, aye      Theresa Jourdan, aye      Shaun Legge, aye      John Fincham, aye  
Diane Scents, aye      Dan Hoyt, aye      Brad Knepper, aye  
7 ayes, 0 nays      MOTION CARRIED

KSRA Agreement: Reviewed the agreement with Kishwaukee Special Recreation Association (KSRA).

A motion was made by Diane Scents and seconded by Theresa Jourdan to approve the agreement with Kishwaukee Special Recreation Association (KSRA) with a term from January 1, 2024 to December 31, 2028.

ROLL CALL VOTE:

Theresa Jourdan, aye      Shaun Legge, aye      John Fincham, aye      Diane Scents, aye  
Dan Hoyt, aye      Brad Knepper, aye      Eric Terlep, aye  
7 ayes, 0 nays      MOTION CARRIED

Technology Replacement Plan: A quote from LFC Managed Solutions was reviewed for replacement of two front desk office computers and one maintenance laptop computer. Members would like to review the monthly contract with LFC.

A motion was made by Diane Scents and seconded by Theresa Jourdan to purchase two desktop computers for the front desk registration area and one laptop for maintenance department from LFC Managed Solutions, Somonauk, IL for a total cost of \$2,856.98 payable from the 2020 Bond Fund.

ROLL CALL VOTE:

Shaun Legge, aye      John Fincham, aye      Diane Scents, aye      Dan Hoyt, aye  
Brad Knepper, aye      Eric Terlep, aye      Theresa Jourdan, aye  
7 ayes, 0 nays      MOTION CARRIED

IAPD/IPRA Conference: The annual IAPD/IPRA conference will be coming up in January 2024 with early registration prior to December 11, 2023. Board members interested in attending are John Fincham and Theresa Jourdan.

2023/2024 Committee Assignments: A discussion of committee assignments took place and the following updates were made:

Recreation Committee: Members are Committee Chair, Diane Scents, Theresa Jourdan and Brad Knepper.

Building & Grounds Committee: Members are Committee Chair, Dan Hoyt, John Fincham and Theresa Jourdan.

Finance Committee: Members are Committee Chair, Shaun Legge, Diane Scents, John Fincham and Eric Terlep.

Personnel Committee: Members are Committee Chair, Shaun Legge, John Fincham, Dan Hoyt and Eric Terlep.

7 ayes, 0 nays

MOTION CARRIED

Park and Facilities Tour: Discussed hosting a tour of all parks and facilities to allow all board members to become familiar with each location. Will look to plan a tour in the springtime.

There being no further business, a motion was made by Diane Scents and seconded by Dan Hoyt to adjourn the meeting at 8:20 p.m.

7 ayes, 0 nays

MOTION CARRIED

The next regular board meeting will be held on November 8, 2023 at 6:30 pm.

Shaun Legge, President

Angela Seville, Board Secretary