

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, December 13, 2023 at 6:30 p.m. The meeting was called to order by President Shaun Legge.

PRESENT: Board Members: Brad Knepper, Theresa Jourdan, Shaun Legge, John Fincham, Diane Scents, Dan Hoyt, Eric Terlep (arrived at 6:32P)
Board Members absent: None
Staff present: Executive Director, Bill Novicki and Office Manager Shawn Rickert
Guests/public: Representatives from Sandwich Baseball Association.

PLEDGE OF ALLEGIANCE

Motion made by Diane Scents to reorder agenda new business seconded by Dan Hoyt.

ROLL CALL VOTE: Brad Knepper, aye Theresa Jourdan, aye Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye
7 ayes, 0 nays

MOTION CARRIED

NEW BUSSINESS

Appoint Interim Board Secretary/Treasurer: Motion made by Diane Scents to nominate Theresa Jourdan as interim secretary treasurer seconded by John Fincham.

ROLL CALL VOTE: Brad Knepper, aye Theresa Jourdan, aye Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye
7 ayes, 0 nays

MOTION CARRIED

Sandwich Baseball Association Capital Plan Completion Report: The Baseball Association reported a good season. Infield baseball mix on fields five and six spent \$5693.03 Dugouts \$1144 – Paint. Registration opened on December 1st Bill Novicki said everything went well. Thanked them for their partnership.

Representative from Sandwich Baseball said that last year enrollment numbers were 174 kids and they opened a U6 division.

A motion was made by Diane Scents to move back to the agenda Seconded by John Fincham.

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

MOTION CARRIED

MINUTES: Copies of the Board meeting minutes from November 8th & 14th were made available to all Board Members.

Motion made by Dan to accept the November 8th & November 14th minutes as presented seconded by Theresa Jourdan

Roll call Brad Knepper, aye Theresa Jourdan, aye Shaun Legge, aye Diane Scents, aye Dan Hoyt aye John Fincham abstain Eric Terlep, abstain

5 ayes, 0 nays, 2 abstain

MOTION CARRIED

NOVEMBER 8TH MINUTES

Diane Scents made motion to amend original motion to accept only November 8th minutes as presented seconded by John Fincham

Brad Knepper, aye Theresa Jourdan, aye Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye

7 ayes, 0 nays

MOTION CARRIED

NOVEMBER 14TH MINUTES

Motion made by Diane Scent to accept the minutes of the November 14th minutes as represented and seconded by Brad Knepper.

ROLL CALL: Brad Knepper, aye Theresa Jourdan, abstained Shaun Legge, aye Eric Terlep, abstained John Fincham, abstained, Diane Scents, aye Dany Hoyt, aye

4 ayes, 0 nays , 3 abstained

MOTION CARRIED

PUBLIC HEARING: Sandwich Park District 2023/2024 Tax Levy

Motion made by John Fincham to open the public hearing seconded by Theresa Jourdan.

ROLL CALL VOTE:

Brad Knepper, aye Theresa Jourdan, aye Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye

7 ayes, 0 nays

MOTION CARRIED

No comment, motion made by Diane Scents to close the hearing seconded by John Fincham

ROLL CALL VOTE:

Brad Knepper, aye Theresa Jourdan, aye Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye

7 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE:

Executive Director Bill Novicki received a few Christmas cards from some local partners and vendors.

PUBLIC COMMENT: None

TREASURER REPORT: The following ending cash balances for November 8, 2023 were presented.

| | |
|-------------------------------|---------------------|
| Corporate | \$204,427.48 |
| Recreation | \$203,636.99 |
| Paving & Lighting | \$9403.85 |
| Audit | \$5612.22 |
| Liability Insurance | \$37136.39 |
| Social Security | \$15594.89 |
| Unemployment/Workman's Comp | \$29894.09 |
| IMRF | \$41928.73 |
| Special Recreation Fund | \$79097.88 |
| 2020 Bond (funds in checking) | \$5.17 |
| 2020 Bond Debt Service Fund | <u>\$124,747.70</u> |
| | \$751,458.39 |

2020 Bond (Capital Projects) in Money Market \$227,471.07

Diane Scents noted interest earned is great to be earning. Receive last installment of tax levy some money will need to be pulled from investment Illinois fund.

Diane Scents made motion to approve November's 2023 treasurer's report as presented subject to audit seconded by John Fincham to accept.

ROLL CALL VOTE:

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

MOTION CARRIED

BILLS: The following bills were presented for approval.

| | |
|--------------------------------|------------|
| CORPORATE FUND | \$10219.24 |
| RECREATION FUND | \$12357.54 |
| SOCIAL SECURITY FUND | \$2038.85 |
| UNEMPLOYMENT FUND | \$8504.00 |
| I.M.R.F FUND | \$2139.12 |
| 2020 BOND CAPITAL PROJECT FUND | \$881.08 |

Bills presented: Diane Scents made motion to approve bills as presented subject to audit seconded by Theresa Jourdan.

ROLL CALL VOTE:

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

MOTION CARRIED

DIRECTOR'S REPORT: A copy of the Director's report was made available to all Board Members. Youth basketball is ending soon. Merry Little Sandwich Christmas was an amazing event huge crowd. Administration: second interviews lined up. Sexual harassment training turn in certificates need to be on file for December.

COMMITTEE REPORTS:

RECREATION: Diane Scents talked about the Holiday Lane Craft show. Festival of Trees helps partnerships with Classic Cinema. A goal set is to have 60 trees. almost double the number of trees from last year. Marketing with social media, flyers and door to door with businesses. The committee is happy with the number of programs. The brochure was on time.

BUILDINGS & GROUNDS: Executive Director, Bill Novicki reported ice rink setup is tomorrow. Theresa Jourdan asked about liability with standing water in the ice rink Executive Director Bill Novicki explained our signage for the rink being opened and closed. Gary Bark is on call and ready for snow removal.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: Executive Director Bill Novicki mentioned a lady tripped and fell at the Holiday Lane Craft show everything was handled properly.

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Electric Issue at Milestone Park no updates

Soccer Shed Discussion- Soccer shed check ready to go possibly \$68,000 waiting for a breakdown report from insurance.

Mower Replacement Update: Mower replacement update: batwing transferred, riding mower is being set up bill when delivered.

NEW BUSINESS:

Adopt Tax Levy 2023/2024 Ordinance: A motion was made by Diane Scents and seconded by John Fincham approve Tax Levy Ordinance 2023-004 as presented.

ROLL CALL VOTE:

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

MOTION CARRIED

HOLIDAY LANE CRAFT SHOW Holiday lane craft show great event increased numbers on crafters good marketing a lot of shoppers look at other options to cover gym floor we'll talk with school. No vendors packed up early Theresa Jourdan mentioned.

Approve Executive Director to Become an Authorized Account Signer

Shaun Legge recommended 1-person cuts checks, 2-people sign, adding Executive Director as authorized account signer, separation of duties.

Motion made by Diane Scents to a Approve Executive Director Bill Novicki to become authorized signer. Seconded by Theresa Jourdan

ROLL CALL VOTE:

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

MOTION CARRIED

Approve Third Board Member to Become an Authorized Account Signer

Motion made by Diane Scents to nominate Theresa Jourdan to become the third authorized account signer seconded by John Fincham

ROLL CALL VOTE:

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

MOTION CARRIED

2024 Paid Leave for All Workers Act Discussion Executive Director Bill Novicki informed the board this does not apply to park districts.

Memorial ADA Drinking Fountain Proposal

Memorial ADA drinking fountain proposal update: project scope, provide a path to fountain, water line will need to be run to new area. A grant was received.

Motion made by Diane Scents to accept the proposal by Key Construction group for the amount of \$6250 to install an ADA accessible water fountain as well as installation. The funds to come from SRA funds seconded by Theresa Jourdan.

ROLL CALL VOTE:

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

MOTION CARRIED

Diane Scents made a motion to adjourn. Seconded by Theresa Jourdan.

All in favor, 7 ayes, 0 nays

Meeting adjourned 7:18 PM

The next regular Board meeting will be January 10, 2024 at 6:30 p.m.

Shawn Rickert, Office Manager