

February 14, 2024

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, February 14, at 6:30 p.m. The meeting was called to order by President Shaun Legge.

PRESENT: Board Members: Diane Scents, Shaun Legge, John Fincham, Theresa Jourdan, Eric Terlep, Dan Hoyt
Board Members absent: Brad Knepper
Staff present: Executive Director, Bill Novicki and Finance Manager Ginger McKenna
Guests/public: None

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from January 10, 2024 were made available to all Board Members.

Motion made by Diane Scents to approve January 10, 2024 minutes seconded by Theresa Jourdan.

ROLL CALL VOTE: Theresa Jourdan, aye Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, abstain Eric Terlep, aye

5 ayes, 0 nays, 1 abstain

MOTIONED CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER'S REPORT: Motion was made by Diane Scents to accept the Treasurer's report subject to audit and seconded by Dan Hoyt.

It was noted that there was a journal entry in the Corporate Fund for an overpayment to the EFTPS (payroll liability) that will be reversed in a future month.

It was noted in the Recreation Fund that \$616.00 was booked into January with a February check date. This will correct itself in February.

Diane Scents noted the credit in the 2020 Bond is still on the report. It was acknowledged that we need to make a transfer. The adjustment that is needed is only an internal entry. Eric Terlep inquired the reason for the credit balance. Shaun Legge responded that it was due to the "as built" project blueprints and Executive Director Bill Novicki confirmed.

ROLL CALL VOTE: Shaun Legge, aye John Fincham, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye Theresa Jourdan, aye

6 ayes, 0 nays

MOTIONED CARRIED

BILLS PRESENTED: Diane Scents made a motion to approve bills subject to audit in the amount of \$52,004.84 seconded by Dan Hoyt.

ROLL CALL VOTE: Dan Hoyt, aye Eric Terlep, aye John Fincham, aye Shaun Legge, aye Theresa Jourdan, aye Diane Scents, aye

6 ayes, 0 nays

MOTIONED CARRIED

DIRECTOR'S REPORT: The Daddy Daughter Dance was a huge success. There were 168 attendees this year. Last year's attendance was 130. One incident was noted regarding an explosion of our chocolate fountain. One volunteer was affected and we are working with that volunteer to make things right. Executive Director Bill Novicki credited the work of his staff for the success of this year's Daddy Daughter Dance.

We are currently working on the Summer Guide and are changing some of the summer programs. The CSI Camp will be including the Sandwich Fire Department this year. We are very excited to be partnering with the Sandwich Police Department and the Sandwich Fire Department on that program this year.

Executive Director Bill Novicki asked for feedback from the Board regarding the Northern Illinois Food Bank's Free Lunch program that is hosted at the Park District during the summer. The program is very underutilized and a lot of food is wasted due to the time frames and guidelines that must be followed. Last year 253 meals of the 359 lunches provided were trashed. The food that we are forced to "trash" according to Food Bank policy has been donated in the past to Open Door, as long as it was prior to the expiration date. After discussion, Executive Director Bill Novicki said we will plan to continue the program.

We will be taking our ice rink down. Our rink was open for a total of eight days.

Eric Terlep inquired about the Park Foundation securing a playset. Executive Director Bill Novicki explained that the Park Foundation Board has been working on getting a distributor to donate a backyard playset. The intent would be to raffle this off at a booth at the Sandwich Fair this year as a fundraising event.

Dan Hoyt asked if waste at the Dog Park has been an issue. Executive Director Bill Novicki stated that we became aware of the issue through a Facebook post but have not received any contact by the public directly. Our maintenance staff has addressed the issue along with the help of some community service workers and the problem should be handled at this point.

COMMITTEE REPORTS:

RECREATION: Diane Scents reported on the Recreation Committee meeting that was held on February 7. The committee discussed the Music in the Park event and the concerns regarding low turnout, the big expense to get the bands, choosing the right bands, and the start time. The team explored doing three events this summer then re-assessing. Ideas suggested by the Park District Board included the possibility of partnering with other events.

BUILDING & GROUNDS: NONE

FINANCE: NONE

CAPITAL DEVELOPMENT: NONE

RISK MANAGEMENT: NONE

LAW AND ORDER/SAFETY: NONE

PERSONNEL: NONE

UNFINISHED BUSINESS:

Electric issue at Milestone park – No resolution at this time.

Soccer Shed discussion- Some photos were presented. Executive Director Bill Novicki asked if there were any objections to focusing on more of a portable, smaller type building. There were no objections. He will continue to gather information and obtain cost estimates on buildings.

Mower replacement update – The mowers are expected to be delivered next week.

NEW BUSINESS:

Statement of loss fund allocation – Executive Director Bill Novicki reviewed the items from the statement of loss with the Board. The loss settlement will be accounted for in Corporate-Maintenance Building/Grounds account. The loss items that are not within the spending limits will be brought before the Board.

Theresa Jourdan made a motion to accept the statement of loss fund allocation as presented to the Corporate-Maintenance Building/Grounds account and John Fincham seconded.

ROLL CALL VOTE: Dan Hoyt, aye Eric Terlep, aye John Fincham, aye Shaun Legge, aye Theresa Jourdan, aye Diane Scents, aye

6 ayes, 0 nays

MOTIONED CARRIED

Assessment Appeals Review Decisions – We did have a reduction but not as much as originally projected. Executive Director Bill Novicki will forward the spreadsheets to the President Shaun Legge.

IAPD/IPRA Annual Conference Recap - Executive Director Bill Novicki presented written recaps from the staff who attended the conference.

Theresa Jourdan and John Fincham also attended the conference this year. Both gave recaps of their experience attending the conference.

2024 Firework Contract approval with RKM Firework Company - Diane Scents made a motion to accept the contract with RKM Firework Company for \$11,000 for the fireworks display on July 6 and seconded by Theresa Jourdan

ROLL CALL VOTE: Eric Terlep, aye John Fincham, aye Shaun Legge, aye Theresa Jourdan, aye Diane Scents, aye Dan Hoyt, aye

6 ayes, 0 nays

MOTIONED CARRIED

Freedom Days entry fee and event - Motion was made by Theresa Jourdan to charge \$10/car and \$0/pedestrian fee (or donation) seconded by Eric Terlep.

ROLL CALL VOTE: John Fincham, aye Shaun Legge, aye Theresa Jourdan, aye Diane Scents, aye Dan Hoyt, aye Eric Terlep, aye

6 ayes, 0 nays

MOTIONED CARRIED

Review of Field Rental Agreement – Executive Director Bill Novicki requested the Board to review the Field Rental Agreement dated 12/8/2011. This will be placed on the agenda and reviewed in depth at the next Building and Grounds meeting. Any recommendations will be brought before the entire Board to be adopted.

Board Retreat Date – A tentative date for the Board Retreat is Saturday, April 20, 2024.

AJOURN: Theresa Jourdan made a motion at 8:06 p.m. to adjourn seconded by John Fincham.

All in favor – All ayes

Respectfully submitted by Ginger McKenna, Finance Manager