

March 13, 2024

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, March 13, 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, 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 February 14 were made available to all Board members.

Motion made by Theresa Jourdan to approve February 14, 2024 minutes and seconded by John Fincham.

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

6 ayes, 0 nays, 1 abstain

MOTIONED CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER'S REPORT: A copy of the Treasurer's report was made available to all Board members. Diane Scents requested the interest rates on the Illinois Funds be disclosed for the next meeting. Executive Director Bill Novicki noted the credit balance in "checks written" for the Corporate Fund is due to the insurance claim money that was received in February.

Motion made by Diane Scents to accept the Treasurer's report subject to audit and seconded by John Fincham.

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

7 ayes, 0 nays

MOTIONED CARRIED

BILLS PRESENTED: A copy of the bills that were paid in February was made available to the Board.

Motion made by Diane Scents to approve bills subject to audit in the amount of \$53,679.85 and seconded by Theresa Jourdan.

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

DIRECTOR'S REPORT: A copy of the Director's Report was made available to the Board. Upcoming events include the Mother/Son Bowl this weekend, and the Spring Egg Hunt on March 30. The Program Guide has been submitted to the editor and will go to the printer once it comes back from the editor. Executive Director Bill Novicki and the Recreation team recently held an education day at the Fox Valley Community Services where they presented to the seniors about our programs and services. Diane Scents asked when the seasonal staff would be brought back. Executive Director Bill Novicki said we are planning to bring John back earlier than normal, but a return date has not been finalized. Executive Director Bill Novicki also recognized two seasonal workers from last year, Lola Atkinson and Mel Metzger, who have continued to volunteer over the winter months. Lola will be volunteering the entire week of her upcoming spring break. The seasonal staff is expected back sometime in May.

COMMITTEE REPORTS:

RECREATION: Diane Scents reported that the group did not meet and she will not be able to make the next scheduled meeting on April 4. It was decided that the April 4th meeting will be canceled.

BUILDING & GROUNDS: Dan Hoyt reported that the group met last week. We will be covering the soccer shed, and Harvey Creek stewardship later in the "New Business" portion of the meeting.

FINANCE: Finance committee did not meet, but will meet at 5:30 on April 10 (prior to the Board of Commissioners meeting).

CAPITAL DEVELOPMENT: NONE

RISK MANAGEMENT: NONE

LAW AND ORDER/SAFETY: NONE

PERSONNEL: Personnel committee did not meet. The next Personnel meeting will be Tuesday, April 9, 6:30 p.m.

UNFINISHED BUSINESS:

Electric issue at Milestone park – There will be a meeting scheduled for all parties involved. No exact date has been set yet, but Executive Director Bill Novicki expects the meeting to be next week.

Mower replacement update – The mowers are in and paid for.

NEW BUSINESS:

Soccer Shed Purchase Approval – Two quotes for prebuilt sheds were presented to the Building and Grounds committee, one 14x32, and the other 14x28. Building and Grounds recommended the 14x32 shed. A rendering of the 14x32 shed was presented. There was discussion on the placement of the shed. Executive Director Bill Novicki will contact the City of Sandwich regarding any permits that may be required. Additional items discussed: gravel needed for the base of shed, the purchase of a popcorn machine for concessions and a generator. Dan Hoyt questioned doing the ADA path at this time, too. Executive Director Bill Novicki will get

a quote for the ADA path for the next Board meeting. He noted that this expense would come from ADA funds.

Motion made by Diane Scents to pay up to \$2,500 out of the Bond for the gravel base, popcorn machine, and generator for the shed, seconded by Theresa Jourdan.

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

7 ayes, 0 nays

MOTIONED CARRIED

Motion made by Diane Scents to purchase the Everlast Portable Building, 14x32' for a total of \$15,030.00, of which \$7,159.72 will come from the insurance proceeds, and the balance to be paid from the Bond. Motion was seconded by Theresa Jourdan.

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

7 ayes, 0 nays

MOTIONED CARRIED

Portable Sign Repair – The quote to repair the portable sign was presented to the Board. The funds for the repair will come from the insurance proceeds.

Motion made by Theresa Jourdan to repair the sign at a cost of \$4,316.00 and seconded by John Fincham.

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

7 ayes, 0 nays

MOTIONED CARRIED

Harvey Creek Stewardship Contract – The Building and Grounds committee received three bids on the Harvey Creek Stewardship contract that were presented to the Board. Pizzo came in approximately \$1,000.00 more than last year, and the other two bidders, Tallgrass Restoration, and Bluestem came in substantially higher. Executive Director Bill Novicki and Dan Hoyt met with Pizzo on Tuesday, March 12 to discuss Pizzo's previous contract and past performance. Executive Director Novicki and Dan Hoyt also discussed a three-year action plan with Pizzo. Executive Director Novicki stated that he felt the meeting went great and he has confidence in our new sales representative from Pizzo. The Board also discussed doing a burn this year. Both Tallgrass and Bluestem would need to get the appropriate permits from the EPA to do a burn, and this would mean they might possibly be able to do a fall burn, or next spring. Because we are a customer with Pizzo, Pizzo has a standing permit for us with the EPA so they would be able to schedule our burn for this spring.

Motion made by Dan Hoyt for Executive Director Bill Novicki to contract with Pizzo to do a burn, not to exceed \$5,000.00 and seconded by Theresa Jourdan.

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

7 ayes, 0 nays

MOTIONED CARRIED

Credit Card Fee Discussion – Our credit card processing fees are going up. The processing fee in March 2024 is over \$1,000.00, the highest it has been during a two-year period review. Executive Director Bill Novicki and Finance Manager Ginger McKenna will discuss the possibilities and/or potential difficulties in implementing a credit card fee into our system with Office Manager Shawn Rickert and put a proposal together for next month’s Board meeting.

Review of Field Rental Agreement – A copy of the Field Rental Agreement marked up with proposed changes was made available to the Board. A few additional changes were suggested:

- Dan Hoyt requested that a general inclement weather clause be added that gives the authority to cancel due to inclement weather to the Sandwich Park District. Executive Director Bill Novicki will add this clause to both sections (general field reservations and tournament reservations)
- Additional recommendations: Diane Scents recommended that a clause be added that must be initialed acknowledging that the renter will adhere to the Lightning Detection Policy of the Sandwich Park District. Executive Director will incorporate that into the rental agreement. Shaun Legge recommended that a refund section be added to the non-tournament field rental section. Dan Hoyt recommended a general clause to reserve the right for the Sandwich Park District to cancel or re-schedule for any circumstance.

President Shaun Legge asked Executive Director Bill Novicki to update the agreement and send it to all Board members once it is updated.

Motion made by Theresa Jourdan to approve the changes to the Field Rental Agreement, and seconded by John Fincham.

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

7 ayes, 0 nays

MOTIONED CARRIED

Sandwich Freedom Days Grand Marshal – Executive Director Bill Novicki requested the Board to consider nominations for the Grand Marshal for this year’s Sandwich Freedom Days event. He asked Board members to e-mail their nominations to him. He will assemble a list, and a vote will be taken at the next Board meeting.

Staff Annual Evaluation Update – The staff have been given their self-evaluation sheets. They are due to Executive Director Bill Novicki by March 22. In regards to Executive Director Bill Novicki’s review, President Shaun Legge asked for input/feedback from the Board of Commissioners to be e-mailed to him.

IMRF Authorized Agent Approval –

Motion made by Diane Scents to designate Ginger McKenna as the IMRF Authorized Agent and seconded by Theresa Jourdan.

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

7 ayes, 0 nays

MOTIONED CARRIED

2024 Port o Potty Quote Approval – Quotes for two companies were presented to the Board.

Motion made by Theresa Jourdan to approve the contract for M&C Rentals in the amount of \$11,360.00 and seconded by John Fincham.

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

7 ayes, 0 nays

MOTIONED CARRIED

AJOURN: Motion by Diane Scents at 8:27 p.m. to adjourn seconded by Theresa Jourdan.

All in favor – All ayes

Respectfully submitted by Ginger McKenna, Finance Manager