

April 10, 2024

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 10, at 6:31 p.m. The meeting was called to order by Vice President Dan Hoyt.

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

Staff present: Executive Director, Bill Novicki and Finance Manager, Ginger McKenna

Guests/public: Phil Haake, Jessica Orlando

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from March 13, 2024 were made available to all Board members.

Motion made by Diane Scents to approve March 13, 2024 minutes and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

CORRESPONDENCE: None

Motion by Diane Scents to reorder the agenda, moving the SBA Capital Improvement Projects Presentation up in the agenda, and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

SBA Capital Improvement Projects: Jessica Orlando, President of Sandwich Baseball Association (SBA) and Phil Haake, Groundskeeper, presented their 2024 Capital Improvement Projects plan to the board. The plan contains: putting new infield mix down on three of the fields (Field 1, Field 2, Field 3) and purchasing some four-tier aluminum bleachers to replace the existing five-tier steel frame wooden bleachers. For each bleacher the SBA covers, the Sandwich Park District would match. Executive Director Bill Novicki also discussed the dugout roofs that had been damaged in a storm. The Sandwich Park District received reimbursement from an insurance claim for this damage and the Sandwich Baseball Association has offered to partner with us in replacing twelve dugout roofs that were damaged. The Sandwich Park District would buy the materials and the Sandwich Baseball Association will provide the labor. The board already approved the insurance proceeds for the roofs so Executive Director Bill Novicki will proceed with getting the materials and partnering with SBA to replace the roofs. Also, since it is within Executive Director Novicki's spending threshold, and he would like to cover the cost of two more bleachers. The Sandwich Park District has funds to cover the supplies for the roofs, match one bleacher of the SBA 2024 Capital Improvement Plan, and cover two more bleachers with our unallocated funds from the insurance settlement.

Motion by Diane Scents to approve SBA's Capital Improvement Projects Plan and seconded by Eric Terlep.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

PUBLIC COMMENT: Jessica Orlando requested the holes in the gravel parking lot be addressed. Executive Director Bill Novicki will coordinate with our Maintenance staff to get the holes filled.

Motion by Diane Scents to return to the original agenda order and seconded by Brad Knepper.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

TREASURER'S REPORT: A copy of the Treasurer's report was made available to all board members. As the board Treasurer, Theresa will be presenting the Treasurer's report. Ginger is sending Theresa the Treasurer's report in advance of the meetings and they will be working together to present it. A line was added to the Recreation Fund, Deferred Revenue, to recognize gift certificate sales. Once a gift certificate is used, funds will be moved from Deferred Revenue to the appropriate Recreation Fund Revenue account.

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

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

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

Motion made by Diane Scents to approve bills in the amount of \$32,364.15 and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

DIRECTOR'S REPORT: A copy of the Director's Report was made available to the board. The Sandwich Historical Society and the Sandwich Park District Board will be hosting the Civil War Encampment dinner the night of the event, Saturday, April 27, 2024 at 5:30. Executive Director Bill Novicki invited any board members and spouses who might be interested in attending the dinner. Special guests will also be invited.

COMMITTEE REPORTS:

RECREATION: Diane Scents reported that the group did not meet.

BUILDING & GROUNDS: Dan Hoyt reported that the group did not meet.

FINANCE: Finance committee met at 5:30 on April 10, just prior to the board meeting.

CAPITAL DEVELOPMENT: NONE

RISK MANAGEMENT: NONE

LAW AND ORDER/SAFETY: NONE

PERSONNEL: The Personnel Committee met on Tuesday, April 9, 6:30 p.m. to review the employee evaluations and proposed increases.

UNFINISHED BUSINESS:

Electric issue at Milestone park – Executive Director Bill Novicki, President Shaun Legge, and Vice President Dan Hoyt went to a joint meeting that included the City Administrator, Building Inspector, Superintendent of Streets, City Engineer, and a representative from Peerless Fence. The City will be working with Peerless Fence and Wilkinson Excavating to figure out how the bill is getting paid.

Harvey Creek Stewardship Contract – The updated stewardship contract was made available to the board. An additional twenty hours of work was added to the original contract and an acre of seeding.

Motion made by Diane Scents to approve the Pizzo contract for \$10,102.12 to be paid out of the Corporate Fund with a new general ledger line titled: Wetland Stewardship and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

Soccer Shed Update – The soccer shed has been ordered. There was a slight delay due to city ordinances, but the issue has been worked out with the help of the ward alderman. The shed size was reduced to 14x30 to avoid any further delay. Executive Director Bill Novicki expects the shed to be ready in the next two to three weeks.

NEW BUSINESS:

Mower Trade-In Plan Discussion – A proposal to trade-in our lawn mowers after two years with a 300 hours maximum use, was discussed. The lawn mowers were purchased with three-year warranties. We decided not to sign the proposal at this time, but agreed to evaluate it in two years.

Sandwich Freedom Days Grand Marshal Discussion – We will discuss this again in May. Brad Knepper made a few suggestions to consider for the Grand Marshal.

Annual Compensation Discussion/Approval – Annual employee evaluations have been completed and an annual employee increase proposal was presented by the Personnel Committee for the Finance Committee's review. Upon review, the Finance Committee proposed an additional increase in two positions in addition to the percentage increases recommended by the Personnel Committee. The annual employee evaluations and recommended increases, including additional increases in two positions, were presented to the board for approval.

Motion made by Diane Scents to approve the increases as presented and seconded by Eric Terlep.

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

5 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

Draft Budget Review FY2024/2025 – The draft budget for FY2024/2025 was reviewed. Moving the Porta Potty contract from the Recreation Fund (02-521) to the Corporate Fund (01-521) was discussed. A tentative budget ordinance will be presented at the May board meeting and will then be on public display for 30 days prior to a budget hearing.

Board Manual Discussion – The Board Manual will be discussed at the May meeting.

AJOURN: Motion by Diane Scents at 7:58 p.m. to adjourn seconded by John Fincham.

5 ayes, 0 nays

Respectfully submitted by Ginger McKenna, Finance Manager