

May 8, 2024

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 8, at 6:30 p.m. The meeting was called to order by President Shaun Legge.

PRESENT: Board Members: John Fincham, Dan Hoyt, Theresa Jourdan, Brad Knepper, Shaun Legge, Diane Scents, Eric Terlep

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 April 10, 2024 were made available to all Board members.

Motion made by Diane Scents to approve April 10, 2024 minutes and seconded by John Fincham.

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

5 ayes, 0 nays, 2 abstain

MOTIONED CARRIED

CORRESPONDENCE: A thank you note was received from the Frederick family for the floral arrangement for Don Frederick's memorial service. Also received was a note from Bob, Luetta, and The Sandwich Union Guard thanking the Sandwich Park District Board for their continued support in hosting the Civil War Encampment weekend.

PUBLIC COMMENT: None

TREASURER'S REPORT: A copy of the Treasurer's report was made available to all board members. The following ending cash balances for April 2024 were presented:

Corporate	\$126,529.87
Recreation	\$150,900.70
Paving & Lighting	\$ 9,511.97
Audit	\$ 5,676.74
Liability Insurance	\$ 4,774.78
Social Security	\$ 5,199.03
Unemployment/Workman's Comp	\$ 28,923.68
IMRF	\$ 32,058.58
Special Recreation Fund	\$ 70,692.99
2020 Bond (funds in checking)	(\$ 7,445.28)
2020 Bond Debt Service Fund	<u>\$ 1,765.25</u>
	\$428,588.31

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

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

7 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

BILLS PRESENTED: A copy of the bills that were paid in April was made available to the board. The following bills were presented:

Corporate:	\$31,468.74
Recreation:	\$14,187.54
Social Security:	\$ 3,016.25
Unemployment/Workman's Comp	\$ 534.00
IMRF	\$ 2,844.15
Special Recreation	<u>\$ 6,250.00</u>
	\$58,300.68

It was requested, in the future, additional details be added to the description field for the annual fire extinguisher inspection invoice and also additional details regarding payments for background checks. It was also requested that a Bills Summary by Fund report be added to future "Bills Presented" documentation.

Motion made by Diane Scents to approve bills in the amount of \$58,300.68 subject to audit and seconded by Theresa Jourdan.

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

7 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

DIRECTOR'S REPORT: A copy of the Director's Report was made available to the board. We only have a few weeks left of the soccer season, and softball home games will be starting next week. A field at Milestone is rented this weekend for a softball tournament and other interest has been received regarding renting our fields. We will be doing the Food Bank mobile program again this year and training for the staff is coming up.

COMMITTEE REPORTS:

RECREATION: None

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 – An agreement has been reached between the fence company and Wilkinson Excavating so this issue has been resolved.

Soccer Shed Update – The shed was delivered, set in place, and the inspection will happen tomorrow, 5/9. We are planning to use it this weekend.

Sandwich Freedom Days Grand Marshal Discussion – A Grand Marshal has been selected.

Draft Budget Review FY2024/2025 – A copy of the draft budget was made available to all board members. There was a request made to review and breakout the account 02-570 Program Expenses (actual) for fiscal year 2023/2024 for the next board meeting. Credit card fees were discussed and will be reviewed in more depth at the next board meeting.

NEW BUSINESS:

FY 2024/2025 Proposed Budget Ordinance 2024-001/Public Hearing Date Set for June –

Motion made by Diane Scents to approve the tentative Budget Ordinance 2024-001 on display for 30 days, and public hearing date set for June, and seconded by Theresa Jourdan.

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

7 ayes, 0 nays, 0 abstain

MOTIONED CARRIED

Reorganization of Officers – Motion by Diane Scents to appoint Board Treasurer Theresa Jourdan as President Pro Tempore for the reorganization of officers and seconded by Shaun Legge.

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

7 ayes, 0 nays, 0 abstain

President Pro Tempore Theresa Jourdan requested nominations for Board of Commissioner President. Shaun Legge nominated Dan Hoyt for President. Motion by Diane Scents to appoint Dan Hoyt as President and seconded by Shaun Legge.

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

6 ayes, 0 nays, 1 abstain

President Pro Tempore Theresa Jourdan requested nominations for Board of Commissioner Vice President. Dan Hoyt nominated Shaun Legge for Vice President. Theresa Jourdan nominated Diane Scents for Vice President. Motion by Shaun Legge to appoint Diane Scents as Vice President and seconded by Brad Knepper.

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

7 ayes, 0 nays, 0 abstain

President Dan Hoyt requested nominations or volunteers for Board of Commissioner Secretary/Treasurer. Diane Scents nominated Theresa Jourdan. Motion by Diane Scents to appoint Theresa Jourdan as Secretary/Treasurer and seconded by Shaun Legge.

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

7 ayes, 0 nays, 0 abstain

Committee Assignments/Adopt a Park Assignments – Motion by Theresa Jourdan to keep committee assignments the same and seconded by Eric Terlep.

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

7 ayes, 0 nays, 0 abstain

Adopt a Park Assignments for FY 2024/2025:

<u>Park</u>	<u>Board Member</u>
Gletty Park	John Fincham
Knights Park	Brad Knepper
Ernest Memorial Park	Diane Scents
Henderson Park	Shaun Legge/Eric Terlep
Westfield Park	Dan Hoyt
Veterans Park	Brad Knepper
Harvey Creek	Diane Scents
Memorial Park	Theresa Jourdan/Eric Terlep
Milestone Park	Dan Hoyt
Patriots Park	John Fincham

Motion made by Diane Scents to approve the Adopt a Park Assignments and seconded by Eric Terlep.

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

7 ayes, 0 nays, 0 abstain

Economic Interest Statement Reminder – A reminder was made to the board to turn in their economic interest statements. They are kept on file at the Sandwich Park District office.

AJOURN: Motion by Theresa Jourdan at 7:27 p.m. to adjourn seconded by John Fincham.

7 ayes, 0 nays

Respectfully submitted by Ginger McKenna, Finance Manager