

June 12, 2024

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, June 12, at 6:30 p.m. The meeting was called to order by President Dan Hoyt.

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

ABSENT: Eric Terlep

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

Guests/public: None

PLEDGE OF ALLEGIANCE

PUBLIC HEARING: Motion made by Shaun Legge to open the hearing for FY2024-2025 Budget and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

No public present.

Motion made by Diane Scents to close the hearing for FY2024-2025 Budget and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

MINUTES: Copies of the Board meeting minutes from May 8, 2024 were made available to all Board members.

Motion made by Diane Scents to approve May 8, 2024 minutes and seconded by John Fincham.

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

6 ayes, 0 nays

MOTION CARRIED

CORRESPONDENCE: A thank you note was received from the Sandwich Chamber of Commerce for helping

with their Summer Pack program. A thank you note was also received from Woodbury Elementary School for the basket that we donated for their fundraiser.

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 May 2024 were presented:

Corporate	\$127,257.73
Recreation	\$155,434.83
Paving & Lighting	\$ 10,221.52
Audit	\$ 6,041.00
Liability Insurance	\$ 7,044.51
Social Security	\$ 5,341.88
Unemployment/Workman's Comp	\$ 29,120.59
IMRF	\$ 32,377.41
Special Recreation Fund	\$ 76,359.14
2020 Bond (funds in checking)	\$ 100.00
2020 Bond Debt Service Fund	<u>\$ 10,881.97</u>
	\$460,180.58

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

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

6 ayes, 0 nays

MOTION CARRIED

BILLS PRESENTED: A copy of the Bills Payable By Fund report for May was made available to all board members. The following bills were presented:

Corporate:	\$25,281.73
Recreation:	\$18,030.15
Social Security:	\$ 2,404.86
IMRF:	\$ 1,998.66
2020 Bond-Capital:	<u>\$ 8,455.27</u>
	\$56,170.67

Motion made by Diane Scents to approve bills in the amount of \$56,170.67 subject to audit and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

DIRECTOR’S REPORT: A copy of the Director’s Report was made available to all board members. Executive Director Bill Novicki and Matthew Reinink will be on WSPY on Friday to promote Freedom Days. An article will be in the newspaper spotlighting our Freedom Days Grand Marshal. The theme for this year’s event will be a Forestry Sasquatch theme. Executive Director Novicki will be meeting next week with the Sandwich Police Department, Fire Department, and Emergency Management for safety planning for Freedom Days. The Summer Lunch Program was cancelled this year due to the USDA/Northern Illinois Food Bank eligibility requirements. We have also received a donation of a memorial bench.

COMMITTEE REPORTS:

RECREATION: The Recreation Committee met and talked about current programs. The team is on track for the Fall Guide.

BUILDING & GROUNDS: A cancellation notice will be issued prior to the July scheduled meeting for this committee.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Adopt FY 2024/2025 Budget Ordinance #2024-001:

The combined budget and appropriation ordinance (#2024-001) of the Sandwich Park District, DeKalb and Kendall counties, Illinois for the fiscal year beginning on the 1st day of May, A.D. 2024 and ending on the 30th day of April, A.D. 2025 was made available to all board members.

Corporate–Ending Cash on Hand	\$126,529.87
Recreation–Ending Cash on Hand	\$150,400.70
Paving/Lighting–Ending Cash on Hand	\$ 9,636.97
Audit–Ending Cash on Hand	\$ 5,326.74
Liability Insurance–Ending Cash on Hand	\$ 4,424.78
Social Security–Ending Cash on Hand	\$ 13,549.03
Unemployment/WC–Ending Cash on Hand	\$ 20,223.68
IMRF–Ending Cash on Hand	\$ 36,808.58
Special Recreation–Ending Cash on Hand	<u>\$ 61,667.99</u>
Ending Cash Balance	\$428,568.34

Motion made by Diane Scents to adopt FY 2024/2025 Budget Ordinance #2024-001, and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

Bid Approval of Patriots ADA Water Fountain Installation – Executive Director Bill Novicki presented a bid for the installation of an ADA water fountain at Patriots Park. The water fountain was obtained through a grant, so the bid is exclusively for the installation of the fountain. A request was made that the contract verbiage be updated to “all work will be done at straight time” from “all work figured to be done at straight time” before accepted. Also, “Overtime Pay” should be removed from the ‘Not Included’ list of additional fees. The installation will be covered by ADA funds.

Motion by Shaun Legge to approve the Key Construction bid with the suggested adjustments and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

Credit Card Fee Allocation – A summary of credit card fees for the fiscal year 22/23 and 23/24 was made available to all board members. There was discussion on the increasing credit card fees that the Sandwich Park District is incurring. The monthly fee percentage in fiscal year 2022-2023 (monthly fee/credit card dollars charged) ranged from 4.25% to 7.62%. The monthly fee percentage in fiscal year 2023-2024 ranged from 5.54% to 10.81%. In an attempt to offset the rising cost of credit card transactions, it was proposed that a credit card fee be instituted on future credit card transactions.

Motion by Theresa Jourdan to add a 3% credit card processing fee effective 7/1/24 and seconded by John Fincham.

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

6 ayes, 0 nays

MOTION CARRIED

2024 NRPA Conference – Last year was the first year Executive Director Bill Novicki attended the NRPA. This year’s conference is in Atlanta.

Motion by Theresa Jourdan to send Executive Director Novicki to the 2024 NRPA Conference in October and seconded by John Fincham.

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

6 ayes, 0 nays

MOTION CARRIED

EXECUTIVE SESSION- Motion by Shaun Legge at 7:12 p.m. to enter Executive Session: 5 ILCS 120/2 and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

Motion by Shaun Legge at 7:54 p.m. to exit Executive Session: 5 ILCS 120/2 and seconded by Theresa Jourdan.

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

6 ayes, 0 nays

MOTION CARRIED

AJOURN: Motion by Shaun Legge at 7:55 p.m. to adjourn seconded by Diane Scents.

6 ayes, 0 nays

Respectfully submitted by Ginger McKenna, Finance Manager

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