

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, July 10, at 6:30 p.m. The meeting was called to order by Vice President Diane Scents.

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

ABSENT: Dan Hoyt

Staff present: Executive Director, Bill Novicki

Guests/public: None

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from June 12, 2024, were made available to all Board members.

Motion made by John Fincham to approve June 12, 2024, minutes and seconded by Shaun Legge.

ROLL CALL VOTE: Diane Scents, aye; Brad Knepper, aye; Eric Terlep, 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 Kishwaukee Special Recreation Foundation for providing a basket. Diane Scents received multiple text messages from people attending the fireworks complementing the show.

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 June 2024 were presented:

Corporate	\$227,371.24
Recreation	\$196,812.92
Paving & Lighting	\$ 14,317.00
Audit	\$ 8,251.02
Liability Insurance	\$ 21,130.61
Social Security	\$ 18,664.75
Unemployment/Workman's Comp	\$ 29,567.22
IMRF	\$ 44,615.77
Special Recreation Fund	\$110,917.25
2020 Bond (funds in checking)	\$ 100.00
2020 Bond Debt Service Fund	<u>\$ 63,634.73</u>
	\$735,382.51

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

ROLL CALL VOTE: Brad Knepper, aye; Eric Terlep, 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 June was made available to all board members. The following bills were presented:

Corporate:	\$16,710.66
Recreation:	\$20,872.69
Pavine/Lighting	\$ 225.00
Social Security:	\$ 2,511.19
Unemployment	\$ 480.64
IMRF:	\$ 1,881.64
2020 Bond-Debt Service Fund:	<u>\$ 4,026.42</u>
	\$46,708.24

Motion made by John Fincham to approve bills in the amount of \$46,708.24 subject to audit and seconded by Eric Terlep.

ROLL CALL VOTE: Eric Terlep, 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 reported the following for recreation: summer camps going well; staff preparing for fall sports; busy weekend for Freedom Days; movie in the park; and music in the park. Of note is the lack of sponsorship for music in the park. Businesses do not want to sponsor an event that isn't well attended. Recommend connecting music in the park with other events to increase attendance. Bill Novicki reported the following for Administration: grant cycles are open; revisiting refund policy soon to add medical. The following was reported for Buildings & Grounds: splash pad continues to be greatly utilized; maintenance department continuing to spray for weeds; painting started at Milestone; preparation begun at Memorial Park for boy's baseball tournament July 18-21.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Credit Card Fee Allocation – Upon calling the company to assist with adding the three percent fee to all card transactions, the company transferred to the negotiations department. Bill was able to negotiate lower fees from the company for a year. The reduction is expected to save over \$5000. The plan is to call the company every year to negotiate lower fees.

Motion made by Shaun Legge to not implement the three percent fee as voted on last month and to reevaluate annually; seconded by Eric Terlep.

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

NEW BUSINESS:

Freedom Days Recap – Executive Director Bill Novicki presented preliminary information regarding the expenses and income from the Freedom Days celebration. At this time, it looks like we surpassed the goal of breaking even. A full breakdown to be provided at the next meeting. Discussed providing a donation to the Sandwich Fair Association if a profit is made. Positive feedback has been received for all the events. Parade entries greatly surpassed last year's. Firework vendors did well. Noted the following changes for next year's celebration: parade route will change due to expected road work on Main Street; potentially two bands; medical tent, adding activities, i.e., games, bounce house, etc.

Finance Manager Position Discussion – An offer was made, and the candidate declined. Position currently posted with no applications received. Discussed potential lack of interest that may be due to timing. Many people are on vacation in July. Also discussed potentially using a private service for the finance portion of the position and updating the vacancy to a part-time Administrative Assistant. Bill to research costs and report at the next meeting.

EXECUTIVE SESSION- None

AJOURN: Motion by John Fincham at 7:34 p.m. to adjourn, seconded by Shaun Legge.

6 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

The next regular Board meeting will be August 14, 2024, at 6:30 p.m.