

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 14, at 6:30 p.m. The meeting was called to order by President Dan Hoyt at 6:34 p.m.

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

ABSENT:

Staff present: Executive Director, Bill Novicki

Guests/public: None

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from July 10, 2024, were made available to all Board members.

Motion made by Diane Scents to approve July 10, 2024, minutes and seconded by Brad Knepper.

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

5 ayes, 0 nays, 1 abstain, 1 absent

MOTION CARRIED

CORRESPONDENCE: A thank you note was received from Ginger Mckenna.

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 July 2024 were presented:

Corporate	\$219,851.93
Recreation	\$185,825.47
Paving & Lighting	\$ 14,816.16
Audit	\$ 8,508.84
Liability Insurance	\$ 22,689.39
Social Security	\$ 18,004.86
Unemployment/Workman’s Comp	\$ 29,745.50
IMRF	\$ 44,518.72
Special Recreation Fund	\$ 93,247.73
2020 Bond (funds in checking)	\$ 100.00
2020 Bond Debt Service Fund	<u>\$ 69,670.45</u>
	\$706,979.05

Discussed slight increase in unemployment and may have to adjust the next budget as we are now required to cover anyone receiving a 1099.

Motion made by Diane Scents to approve the Treasurer’s report subject to audit and seconded by Shaun Legge.

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

6 ayes, 0 nays, 1 absent

MOTION CARRIED

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

Corporate:	\$32,600.71
Recreation:	\$17,273.36
Social Security:	\$ 2,391.65
IMRF:	\$ 1,717.68
Special Recreation Fund:	<u>\$21,591.08</u>
	\$75,574.48

Motion made by Diane Scents to approve bills in the amount of \$75,574.48 subject to audit and seconded by Theresa Jourdan.

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

6 ayes, 0 nays, 1 absent

MOTION CARRIED

DIRECTOR’S REPORT: A copy of the Director’s Report was made available to all board members. Executive Director Bill Novicki highlighted the following for recreation: staff and Bill attended National Night Out that was well attended by the community; staff and Bill attended the Back to School Bash that was well attended. Bill Novicki highlighted the following for Administration: Fall 2024 guide is out. The following was highlighted for Buildings & Grounds: Key Construction has started work at Patriots Park renovating the area for the new ADA water fountain; we have successfully repainted the office and lobby to give it a new and brighter look. Also mentioned was the staff retreat held at Six Flags. Bill was able to get discounted tickets, and all staff rode at least one roller coaster. A good time was had by all! This was a great morale booster.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: Completed the three-month financial review. Discussed potential salary and hourly rate changes to the vacant finance position.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Freedom Days Recap – Freedom Days was quite successful this year. Total revenue was \$19,932.06 and total expenses were \$16,063.70 creating a profit of \$3,868.36. Bill noted that he sends a thank-you to all that participated in making this event so successful. Next year a year-to-year comparison will be provided. Noted that attendance was much higher and feel this is because fireworks were held after July 4th. As discussed last month, the board recommends a donation be given to the Fair Association since they do not charge us to use the grounds, and we made a profit this year.

Motion made by Shaun Legge to donate \$1000 to the Sandwich Fair Association in appreciation for allowing the Park District to host the Freedom Days Fireworks at the fairgrounds; seconded by John Fincham.

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

7 ayes, 0 nays

MOTION CARRIED

Finance Manager Position Discussion – The position is currently posted with very few applications received. Bill to review appropriate applications and schedule interviews. The private service for the finance portion of the position was contacted and we are still waiting on a proposal/cost analysis. The Finance Committee discussed pay range, flexibility of hours, increasing/decreasing hours as necessary. The recommendation is to increase the pay range.

Motion made by Shaun Legge to increase the pay range from \$16-24/hour to \$21-29/hour; 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; Dan Hoyt, aye.

7 ayes, 0 nays

MOTION CARRIED

NEW BUSINESS:

Efficiency Committee – Executive Director Bill Novicki reminded the board that we are required to have a meeting with citizens of the taxing district to discuss policies. This must be completed and submitted by December 2024. Two meetings are required. Bill to reach out to the citizens and see if they can attend each meeting scheduled for September 11, 2024, at 6:00 p.m. and October 3, 2024, at 5:30 p.m. The Building and Grounds committee will be moved to September 17 at 5:30 p.m. to accommodate the Efficiency Committee meeting.

Asphalt Sealcoating Quotes for Milestone Park & Splash Pad – All parks and facilities are on a rotational schedule for sealcoating and striping. This year is Milestone and the Splash pad. Three contractors were contacted and only one bid was received. Currently there are not enough funds to do both Milestone and the Splash Pad. The board recommends completing the splash pad this year and look at one of the parks/facilities (Harvey and the shop) due next year and get quotes for this year.

Motion made by Shaun Legge to approve sealcoating/striping of the Splash Pad at a cost of \$3675; 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; Dan Hoyt, aye.

7 ayes, 0 nays

MOTION CARRIED

Committee Meeting Schedule Discussion – Committee meetings are being canceled due to lack of agenda items. The board is recommending we reevaluate how often the committees need to meet and present a schedule for next year that is either quarterly or seasonally based off need. Bill to create a draft schedule for next year and bring it to a future meeting for approval by the board.

Bike Rack Discussion – Shaun Legge indicated he is riding his bike around town more and noticed that not all the parks have a bike rack. Bill noted that Memorial, Milestone and Patriots parks have bike racks. We currently have four bike racks available for installation, however one of them is saved for Knights Park. The Knights Park bike rack cannot be installed until the flooding issue is resolved. In the past, we worked with IVVC to install the bike racks as a concrete pad is required to bolt them down. The board recommends Bill reach out to IVVC to see if they can assist with installation of a bike rack at Ernest and Westfield parks.

Soccer Shed and Concession Stand Update – Bill indicated the concessions were used for the last couple of soccer games in the spring. Staff are excited to use it for fall. The inventory of food has been completed and stock will be updated accordingly. The golf cart is in the shed and staff appreciate being able to use it to get back and forth. The referees also appreciate having a space to relax between games. The ADA path is not complete yet but will be ready soon.

Capital Development Committee Discussion – It has been identified that the board meets in the spring to go over the capital development plan and doesn't review again until the next annual meeting. It is recommended that this report be brought to the board on a quarterly basis for review during regular scheduled board meetings. Bill to present the plan at the September meeting.

Review of Executive Session Minutes – the board adjourned to executive session at 7:49 p.m. and returned to the regular board meeting at 7:52 p.m.

Library request – this was not an agenda item identified for this meeting, however Bill wanted to present to the board for discussion. The library is requesting use of the Park District building to host future board meetings as the library conference room cannot meet the capacity of attendees. The board discussed and is okay with the library using the David A Francis Center to host the library's board meeting if necessary.

EXECUTIVE SESSION- Motion by Diane Scents at 7:49 p.m. to enter Executive Session: 5 ILCS 120/2 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; Eric Terlep, aye.

7 ayes, 0 nays

MOTION CARRIED

Motion by Shaun Legge at 7:52 p.m. to exit Executive Session: 5 ILCS 120/2 and seconded by John Fincham.

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

7 ayes, 0 nays

MOTION CARRIED

ADJOURN: Motion by Diane Scents at 8:02 p.m. to adjourn, seconded by John Fincham.

7 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

The next regular Board meeting will be September 11, 2024, at 6:30 p.m.