

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 11, at 6:30 p.m. The meeting was called to order by President Dan Hoyt at 6:31 p.m.

PRESENT: Board Members: Eric Terlep, Shaun Legge, John Fincham, 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 August 14, 2024, were made available to all Board members.

Motion made by Diane Scents to approve August 14, 2024, minutes with the correction of Dan Hoyt called the meeting to order and not Diane Scents; seconded by John Fincham.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

CORRESPONDENCE: None

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	\$202,230.27
Recreation	\$170,286.93
Paving & Lighting	\$ 15,015.56
Audit	\$ 3,113.20
Liability Insurance	\$ 23,274.36
Social Security	\$ 16,511.38
Unemployment/Workman’s Comp	\$ 29,855.87
IMRF	\$ 43,463.99
Special Recreation Fund	\$ 93,937.37
2020 Bond (funds in checking)	\$ 100.00
2020 Bond Debt Service Fund	<u>\$ 71,787.30</u>
	\$669,576.23

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, aye; Theresa Jourdan, aye; Diane Scents, aye; Dan Hoyt, aye.

7 ayes, 0 nays, 0 abstain

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:	\$17,000.81
Recreation:	\$14,784.66
Audit	\$ 5,500.00
Social Security:	\$ 2,131.83
IMRF:	\$ 1,696.42
Special Recreation Fund:	<u>\$ 839.88</u>
	\$41,953.60

Discussed concerns with Comcast bill. The contract wasn't completed prior to the Comcast staff taking a leave of absence. Working to get it finalized. ComEd billed an overcharge in April for Memorial Park. Working to get it resolved. The overcharged amount has not been paid.

Motion made by Diane Scents to approve bills in the amount of \$41,953.60 subject to audit and seconded by Theresa Jourdan.

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

7 ayes, 0 nays, 0 abstain

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 are planning the Harvest Moon Hayride event scheduled for October 26. Any assistance is appreciated. This Friday there is a trip to the White Sox game. The following was highlighted for Administration: We will be attending the annual Taste of Sandwich on September 25th passing out popcorn. Bill, Jordan and Theresa will be in attendance. The annual fall bulb sale has started, and we will have a booth at the fall craft fair to sell bulbs. The audit report was recently distributed to board members mailboxes. No issues found. A few adjustments will be made. Also, the contract is up for renewal. The following was highlighted for Buildings & Grounds: The splash pad is officially closed. Going to contact All About Detail for tips to clean the lime scale off the equipment. The city recently installed a fence along the railroad tracks north of the parking lot next to Veteran's Park. Bill is looking into extending that fence through the north side of the park. The cost is \$6,640.00. This will be added to the next agenda for a vote.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Finance Manager Position Discussion – The position qualifications were updated and there are still no qualified applicants. A recommendation was made to reach out to Complete Tax Solutions to see if they are interested in providing a service for completing financial needs. We are approaching levy time and that is a lot of work to complete. Bill may also review applications received by the city once they fill their open position.

Efficiency Committee – The September meeting was canceled as community members were not available. The first meeting is scheduled for October 3, 2024, at 5:30 p.m. The second meeting is scheduled for October 9, 2024, at 6:00 p.m.

Bike Rack Discussion – Bill met with IVVC to discuss the concrete work for the bike racks. Unfortunately, they do not have availability for a year. A recommendation was made to get quotes for the two 10x10 pads to be placed at Westfield and Ernest parks.

NEW BUSINESS:

Ice Rink Discussion – Discussed whether or not to provide an ice rink this winter. Last winter the weather wasn't cooperative, and it wasn't able to be used much. The process of setting up is easier since we have done it a few years now.

Motion made by Shaun Legge to set up the ice rink and talk to the city about paying for the liner this year; if they don't pay for the liner, the Park District will; seconded by Diane Scents.

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

6 ayes, 1 nay

MOTION CARRIED

Investment Options – Levy installments are arriving soon. With the surplus of funds currently, would like to invest. Current interest rates are 5.33% through the IL Funds which is better than the bank. Noted that there are no penalties for adding or withdrawing funds.

Motion made by Shaun Legge to invest \$200,000 taking \$100,000 from the Recreation and \$100,000 from the Corporate funds, allowing Bill to move as needed; seconded by Brad Knepper.

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

Knights Water Mitigation Issue – Contacted Heath Wright to begin work on ADA plan. Plan will be brought to the board along with a quote when ready. Bids will be provided at a later date.

Capital Development Plan Review – The capital plan was reviewed. ADA projects can be completed with ADA funds. Major renovations will have to wait until at least 2026. Planning for a grant in 2026 to obtain waste stations at all parks. Currently have four. The last water fountain to be updated will hopefully be completed with a donation. Discussed Oslet grants; recommend reviewing and developing a plan for a master plan. A grant was submitted for the educational signs at Harvey Creek. If the grant isn't received, Steve Wolf has indicated he will make a donation to get them done. Recommend adding fencing for Memorial, Milestone and Hendersen parks.

ADJOURN: Motion by Diane Scents at 7:48 p.m. to adjourn, seconded by Eric Terlep.

7 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

The next regular Board meeting will be October 9, 2024, at 6:30 p.m.