

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 9, at 6:30 p.m. The meeting was called to order by President Dan Hoyt at 6:30 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 via phone

Guests/public: None

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from September 11, 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 Brad Knepper.

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 September 30, 2024, were presented:

Corporate	\$281,982.78
Recreation	\$216,590.49
Paving & Lighting	\$ 13,705.38
Audit	\$ 5,032.00
Liability Insurance	\$ 35,553.86
Social Security	\$ 27,257.50
Unemployment/Workman’s Comp	\$ 30,529.07
IMRF	\$ 53,221.27
Special Recreation Fund	\$101,895.24
2020 Bond (funds in checking)	\$ 100.00
2020 Bond Debt Service Fund	<u>\$120,967.19</u>
	\$886,834.78

2020 Bond (Capital Projects) in Money Market \$200,297.80

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; 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 September was made available to all board members. The following bills were presented:

Corporate:	\$15,252.73
Recreation:	\$10,892.20
Paving & Lighting	\$ 5,075.00
Social Security:	\$ 3,026.07
Unemployment	\$ 183.05
IMRF:	\$ 2,574.35
Special Recreation Fund:	<u>\$22,137.52</u>
	\$59,140.92

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. Instructed to pay in full and then a refund will be provided on a future bill.

Motion made by Diane Scents to approve bills in the amount of \$59,140.92 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; 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:

- Recreation: Jordan, Bill and Theresa attended the Taste of Sandwich. Popcorn was distributed. The event was well attended with more than 300 people. Fall Scary Movie in the Park was postponed due to high winds
- Administration: Staff are currently working on the Winter/Spring guide for 2024-2025. A grant in the amount of \$500 was received from the Illinois Park and Recreation Foundation for attendance at the NRPA Conference. A Grant in the amount of \$575 was received from NRPA through the IPARKS Power Grant for the NRPA conference. A grant in the amount of \$350 was received from IPARKS for a swing modification. Waiting for the results of a DeKalb County grant.
- Buildings and Grounds: Maintenance staff and Bill installed a new memorial bench at Veterans Park. The family that donated the bench are pleased with the bench. The Baseball Association requested an outfield fence on the far east field. This is not recommended as it will put serious restrictions on access to the maintenance storage area. Temporary fencing is currently provided during baseball season.

COMMITTEE REPORTS:

RECREATION: Program updates and special events were highlighted. Update on marketing procedures was given. Programs are doing well and staying on budget. No concerns given.

BUILDING & GROUNDS: A tour of the following parks was conducted: Henderson, Harvey Creek, Memorial and Ernest.

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Finance Manager Position Discussion – The position is still posted with little to no qualified applications received. Complete Tax Solutions was contacted, and they can assist with payroll but do not have the capability to assist with Accounts Payable/Accounts Receivable. A plan is to reach out to bigger companies for quotes to do AP/AR. Recommend reaching out to Temp Agencies to see what the cost would be to get someone temporarily. Jackie from the Sycamore Park District has offered to provide education on completing the levy. Bill has asked the Secretary/Treasurer to also attend and assist with completion of the levy. Bill to obtain dates of availability to schedule training as soon as possible.

Bike Rack Discussion – Bill has reached out to two contractors to get quotes for the two 10x10 pads to be placed at Westfield and Ernest parks.

Knights Water Mitigation Issue – Upland Design is not interested in completing the evaluation as this issue requires a civil engineer. Bill has reached out to the City Engineer and the mayor has provided approval of using the city engineer to complete. This is beneficial because the city recently completed updates and allowed for the Park District to tie into the existing city updates. A quote will be provided at the November meeting for approval.

NEW BUSINESS:

2025 IPRA Annual Conference – Early registration has opened for the 2025 IPRA Annual Conference in Chicago. The event is scheduled for January 23-24, 2025. Board members take turns attending by going every other year. This year, Eric Terlep and Brad Knepper should go since they are new and have not previously attended. Since they prefer to drive on the day of the event, this opens funds for two other board members to go. Dan Hoyt and Shaun Legge are next based on rotation. They also will drive the day of the even. Staff attending are Bill, Shawn, Jordan and Matthew. If a finance manager is hired prior to January, they will be asked to attend also. Bill to revise projected costs and confirm attendees for approval so early registration can be completed.

Veterans Park Fence Quote Review and Approval – The city is requiring a permit to complete extension of the city fence into the park district section. They are also asking for a Plat of Survey. This plot was donated to the Park District and no plat is available. Quote from Ideal Fence, who installed the fence for the city, was received to extend through the park property. Recommend reviewing the deed of the property.

Motion made by Shaun Legge to get a quote for completion of a plat of survey prior to installing fence on said property. If the quote is less than \$1200, Bill has the ability to approve completion of said plat of survey. If the quote is over \$1200, said quote is brought back to the board for approval; 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

Motion made by Shaun Legge to approve quote for installation of fence by Ideal Fence at Veteran’s Park, thereby extending the city’s fence line, pending the city’s approval in writing, not to exceed \$7000, and taken out of the Capital Fund. The fence line to be determined by the plat of survey; seconded by Diane Scents.

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

Personnel Discussion – the board adjourned to executive session at 7:32 p.m. and returned to the regular board meeting at 7:52 p.m.

EXECUTIVE SESSION- Motion by Diane Scents at 7:32 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 Diane Scents 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 Shaun Legge at 7:53 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 November 13, 2024, at 6:30 p.m.