

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 13, 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, Tes Isham

Guests/public: None

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from October 9, 2024, were made available to all Board members.

Motion made by Diane Scents to approve October 9, 2024, minutes; 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 not available. October and November’s Treasurer’s report will be presented at the December meeting.

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

Corporate:	\$10,073.18
Recreation:	\$ 8,431.15
Social Security:	\$ 2,027.33
IMRF:	\$ 1,804.78
	\$22,336.44

Motion made by Diane Scents to approve bills in the amount of \$22,336.44 subject to audit and seconded by Shaun Legge.

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: Youth Basketball season is in full swing and going well so far. The Sandwich Chamber and Park District have been working on the joint Christmas Event for December 7th. Winter Boys Basketball number are coming in slowly
- Administration: Tes Isham has officially accepted the vacant Finance Manager position and started November 07, 2024. We received a \$4000.00 grant from DeKalb County Community Foundation that will be used to replace the outdoor signage at Harvey Creek. We were a polling location for the 2024 election held at the Administration building and there was a political sign display issue. Will look further into the regulations regarding posting of political signs for future polling events. Bill attended the Sandwich Fair Association meeting last night and gave them a donation from the Park District from funds raised through the Fourth of July event.
- Buildings and Grounds: Recently attended a meeting with Pizzo regarding end of season progress. Overall, we are satisfied with the work at Harvey Creek. There are plans for a fall burn. The water fountains in the park system have been turned off and prepped for winter.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: The Finance Committee reviewed the 6-month budget. Bill noted that not all receivables have been entered yet. The 2024/2025 Tax Levy was reviewed. A recommendation was made by the committee to have an accountant review the levy prior to submitting.

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Knights Water Mitigation Issue – The Board reviewed the Professional Services Agreement between Sandwich Park District and Engineering Enterprises, Inc.

Motion made by Shaun Legge to approve the Professional Service Agreement between the Sandwich Park District and Design and Construction Engineering for Knights Park drainage Improvements in the amount of \$10,747 funded through the Bonds; 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

Veteran's Park Fence Discussion – The survey cost is approximately \$2200.00. Bill reviewed the deed and measured the park area and feels there may be some discrepancies. Recommendation to have the property surveyed.

Motion made by Shaun Legge to get a Plat of Survey completed by a surveyor for Veteran's Park at a cost not to exceed \$3000.00; seconded by Brad Knepper.

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

7 ayes, 0 nays

MOTION CARRIED

2025 IPRA Annual Conference – Early registration ends soon for the 2025 IPRA Annual Conference in Chicago. The event is scheduled for January 23-24, 2025. Confirmed Board attendees: Dan Hoyt will go Thursday and requires hotel accommodations and conference registration; Shaun Legge, Brad Knepper, and Eric Terlep will go Friday only and require conference registration. Bill to complete early registration and accommodations as appropriate.

NEW BUSINESS:

Tentative Approval of Tax Levy 2024/2025 Ordinance – The tax levy for the Sandwich Park District is complex as it incorporates two counties. Draft reviewed and a recommendation made to have the levy reviewed by an accountant.

Motion made by Diane Scents to have the tax levy reviewed by Newkirk Accounting in Plano prior to submitting; seconded by Brad Knepper.

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

7 ayes, 0 nays

MOTION CARRIED

2025 Meeting Dates – The 2025 meeting dates were submitted for approval. Following changes were noted: No Building and Grounds meeting for January; The September 10, 2025 Building and Grounds meeting will begin at 6 pm; The Foundation meetings should be quarterly the same day as the Board meetings at 5:30 pm: March 12, June 11, September 10, December 10.

Motion made by Shaun Legge to approve the 2025 meeting dates with the noted corrections; seconded by Eric Terlep.

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

7 ayes, 0 nays

MOTION CARRIED

Staff Holiday Compensation – the board adjourned to executive session at 7:18 p.m. and returned to the regular board meeting at 7:41 p.m.

EXECUTIVE SESSION- Motion by Diane Scents at 7:18 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 7:41 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

Motion made by Diane Scents to approve staff holiday compensation as recommended during Executive Session; seconded by Eric Terlep.

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

7 ayes, 0 nays

MOTION CARRIED

ADJOURN: Motion by Shaun Legge at 7:54 p.m. to adjourn, seconded by Diane Scents.

7 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

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