

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, December 11, 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 (arrived at 6:32 pm), John Fincham, Theresa Jourdan, Dan Hoyt

ABSENT: Diane Scents, Brad Knepper,

Staff present: Executive Director, Bill Novicki, Tes Isham

Guests/public: Phil Haacke

PLEDGE OF ALLEGIANCE

Motion made by John Fincham to move agenda items to allow Sandwich Baseball Association to give the 2024 Capital Project Completion Report; seconded by Eric Terlep.

ROLL CALL VOTE: Eric Terlep, aye; John Fincham, aye; Theresa Jourdan, aye; Dan Hoyt, aye.

4 ayes, 0 nays, 0 abstain

MOTION CARRIED

Sandwich Baseball Association 2024 Capital Project Completion Report – Phil Haacke attended the Sandwich Park District meeting to provide an update on the 2024 Capital Project plan. Infield mix was added to fields one, two and three. The estimated cost was \$5952.00. The actual cost was \$5747.00. Aluminum bleachers were installed at a cost of \$3000.00. Total for capital improvements for 2024 was \$8747.00. Overall, the season went well. The Sandwich Park District thanked Phil for all that he is doing to improve the fields and the program.

Motion made by Shaun Legge to move back to regular; seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

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

Motion made by Shaun Legge to approve November 12, 2024, minutes; seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER’S REPORT: A copy of the Treasurer’s report for October was made available; however, it is not complete. There is an issue with the SDS program that is being sorted out. When a balanced report is

available, it will be presented to the Board for approval. The goal is to present October, November and December at the January 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:	\$12,538.26
Recreation:	\$ 7,524.88
Social Security:	\$ 2,101.38
IMRF:	\$ 1,982.72
	\$24,147.24

Motion made by Shaun Legge to approve bills in the amount of \$24,147.24 subject to audit and seconded by John Fincham.

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

5 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 got to play a mini game during halftime at Kishwaukee Community College December 10, 2024. All went well and a good time was had by all. Hope to do it again. May try setting up a chance for the Winter Boys Basketball team to play at halftime during an NIU game. Festival of Trees was set up with a total of 22 trees. Merry Little Sandwich Christmas Event went very well. Attendance was a little less than in previous years. The Holiday Lane Craft show went very well without complaints. There were 63 vendor booths this year compared to 47 last year. New to the event this year was a Holiday Lights parade sponsored by the City of Sandwich.
- Administration: The new Finance Manager, Tes, is doing well. She is learning a lot of processes and procedures. All staff and board members scheduled to attend the 2025 IPRA Conference in January have been registered.
- Buildings and Grounds: Pizzo has not completed the burn at Harvey Creek yet but has indicated they will complete it prior to the end of the year. We have not paid for the burn and will not pay until it is completed. The ice rink will be set up this week.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Knights Water Mitigation Issue – Engineering Enterprises, Inc. has started the survey work. Once that is done, the plan will be developed. The goal is to get bids in early spring and start the project in the summer. EEI will work with the city to get all necessary permits.

Veteran’s Park Fence Discussion – The survey is in process, not complete yet. Bill found an old lease agreement from BNSF from 1981 allowing use of their property. He also found a letter dated May 1, 2010, canceling the agreement. Bill has reached out to the BNSF Community Relations person for our area and is waiting for a call back. Will provide further information as it becomes available.

NEW BUSINESS:

Approval of Tax Levy Ordinance 2024-002– The tax levy for the Sandwich Park District is complete. It was reviewed by Newkirk & Associates and Jackie from Sycamore Park District. A truth in taxation was not submitted because the total did not exceed the 5% rule. The charge for Newkirk to review the document was estimated at \$200.00 so a recommendation was made to have it reviewed annually prior to submission.

Motion made by John Fincham to approve the tax levy as presented; seconded by Shaun Legge.

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

5 ayes, 0 nays

MOTION CARRIED

Appointment of Tes Isham to be the IMRF Authorized Agent – Tes Isham, the Finance Manager, should be appointed as an authorized agent for IMRF.

Motion made by Shaun Legge to approve the appointment of Tes Isham as the Authorized Agent for IMRF; seconded by John Fincham.

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

5 ayes, 0 nays

MOTION CARRIED

Federal Overtime Exemption Rule Update – A court in Texas has ruled against the federal regulation updating overtime requirements. Currently, no changes to staff compensation are required. No executive session is necessary to discuss further.

ADJOURN: Motion by Shaun Legge at 7:13 p.m. to adjourn, seconded by John Fincham.

5 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

The next regular Board meeting will be January 8, 2024, at 6:30 p.m.