

August 13, 2025

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 13, 2025, at 6:30 p.m. The meeting was called to order by President Dan Hoyt at 6:31 p.m.

**PRESENT:** Board Members: Dan Hoyt, Eric Terlep, John Fincham, Shaun Legge, Brad Knepper, Theresa Jourdan  
Melissa Walsh (New Commissioner as of 6:47 p.m.)

**ABSENT:** None

Staff present: Executive Director - Bill Novicki and Finance Manager – Tes Isham

Guests/public: Melissa Walsh (Guest till 6:47 before being sworn in as Commissioner).

**PLEDGE OF ALLEGIANCE**

**PREVIOUS BOARD MINUTES:** A copy of the Special meeting minutes from June 20, 2025, were made available to all Board members.

Motion made by Theresa Jourdan to approve June 20, 2025, minutes and seconded by John Fincham.

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

4 ayes, 0 nays, 2 abstain

MOTION CARRIED

A copy of the Board meeting minutes from July 9, 2025, were made available to all Board members.

Motion made by Theresa Jourdan to approve July 9, 2025, minutes and seconded by John Fincham.

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

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

**CORRESPONDENCE:** Received a Thank you note from Denise Curran for the honor of being the Grand Marshall for 2025 Freedom Days.

**PUBLIC COMMENT:** None

**TREASURER'S REPORT:** A copy of the Treasurer's report was made available to all board members.

Motion made by Theresa Jourdan to approve the Treasurer's report subject to audit and seconded by John Fincham.

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

6 ayes, 0 nays 0 abstain

MOTION CARRIED

**BILLS PRESENTED:** A copy of the bills that were paid in June was made available to the board members. The following bills were presented:

Corporate:	\$19,602.21
Recreation:	\$17,635.14
Social Security:	\$ 2,619.94
Unemployment/Workman's Comp.	\$ 604.37
IMRF:	\$ 1,813.54
Special Recreation:	\$23,882.69
2020 Bond-Capital:	<u>\$ 7,915.00</u>
	\$74,072.89

Motion made by Theresa Jourdan to approve the bills payable in the amount of \$74,072.89 subject to audit and seconded by John Fincham.

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

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

**DIRECTOR'S REPORT:** Bill mentioned that softball is underway. SPD will have 3 different divisions. Soccer is getting ready to start. Jordan, the Rec Manager had struggled getting coaches but, just got his last one. Games start on August 30<sup>th</sup>. Movie in the Park will be this Friday, showing Back to the Future. Gibson Towing is sponsoring the event. Bill & Jordan attended the Nation Night Out & Back to School Bash. This year Shawn and Bill will be participating in the IPRA Conservation Day at the Illinois State Fair. This is an event that they have not done before but are excited to be a part of it.

Bill said a lot has been happening with Buildings & Grounds. New Fibar has been laid at all the parks playgrounds. Milestone Park and the Splash Pad parking lots were re-seal coated and painted. Bill is working with a local painter to have the shelter at Milestone patched and painted. Bill said he did a walk through all the parks and things look really good.

#### **COMMITTEE REPORTS:**

**RECREATION:** None

**BUILDING & GROUNDS:** None

**FINANCE:** 3 Month review

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

**PERSONNEL:** None

**UNFINISHED BUSINESS:**

Knights Water Mitigation Project: Bill said he has a pre-construction meeting with the Engineers on Friday, August 15<sup>th</sup> and the project will be starting on Monday, August 18<sup>th</sup>. Construction should last about a week.

**NEW BUSINESS:**

**Appointment of Melissa Walsh to Vacant Board of Commissioners Seat\***

Motion made by Theresa Jourdan to appoint Melissa Walsh to the Vacant Board of Commissioners Seat, seconded by Shaun Legge.

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

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

Melissa Walsh was sworn in as a Commissioner of the Board.

**2024-2025 Final Audit Review:** All board members received the Final Audit booklet. A verbal confirmation from the Auditor said that SPD is doing well and has no concerns. Bill mentioned that this is our last year on the contract with the Audit firm, we will have to get another contract set with them.

**Freedom Day's Financial Recap:** Bill gave the board a breakdown of the Revenues/Expenses for Freedom Days. Bill & the Board discussed next year's event & what day to do it on, due to their normal Saturday falls on the 4<sup>th</sup> and they would be competing with other towns. Also, discussed that next year is the 250<sup>th</sup> anniversary and would like to even make it a bigger event for that year.

**Upcoming Community Event Participation:** Sandwich Fair, Taste of Sandwich, Harvest Moon is coming up. Bill asked members if they would like to help and volunteer.

**Harvey Creek Sign Update:** Signs have been approved and are in production right now. Bill said that they are getting the posts all prepped and ready for when the signs come.

**Open Recreation Assistant Position:** Bill said that he has hired Alex Hoppe for the Recreation Assistant position. He has experience in the recreation field and will be starting on Monday, August 18<sup>th</sup>.

**Review of Executive Session Minutes:** EXECUTIVE SESSION: 5 ILCS 120/2 2.(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Motion was made by Theresa Jourdan at 7:17 p.m., to go into Executive Session, seconded by Shaun Legge.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion was made by Theresa Jourdan at 7:22 p.m., to exit Executive Session, seconded by Eric Terlep.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion made by Theresa Jourdan to release & hold minutes listed below, seconded by Eric Terlep.

Release: January 8, 2025

Hold: June 12, 2024

March 20, 2025

October 9, 2024

July 9, 2025

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

**AJOURN:** Motion was made by Theresa Jourdan at 7:24 p.m., to adjourn, seconded by Shaun Legge.

ROLL CALL VOTE:

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

*Respectfully submitted by Tes Isham - Finance Manager*

The next regular Board meeting will be September 10, 2025, at 6:30 p.m.