

September 10, 2025

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, September 10, 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, Melissa Walsh & Theresa Jourdan

ABSENT: Brad Knepper

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

PLEDGE OF ALLEGIANCE

PREVIOUS BOARD MINUTES: A copy of the previous board meeting minutes from August 13, 2025, were made available to all Board members.

Motion made by Theresa Jourdan to approve August 13, 2025, minutes and seconded by John Fincham.

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

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

CORRESPONDENCE:

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 Shaun Legge.

ROLL CALL VOTE: John Fincham, aye; Shaun Legge, aye; Melissa Walsh, aye; Theresa Jourdan, aye; Dan Hoyt, aye; Eric Terlep, 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:	\$22,667.68
Recreation:	\$17,200.28
Paving & Lighting:	\$19,545.00
Audit:	\$ 5,500.00

Social Security:	\$ 2,280.17
IMRF:	\$ 1,572.85
2020 Bond-Capital:	<u>\$ 3,662.50</u>
	\$72,428.48

Motion made by Theresa Jourdan to approve the bills payable in the amount of \$72,428.48 subject to audit and seconded by John Fincham.

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

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

DIRECTOR'S REPORT: Bill mentioned that soccer has officially started and all is going well. Softball also started, Sunday was the first day. Concession stand did a record amount and sold out. Bill and Shawn Rickert went to the Illinois State Fair to volunteer with the IPRA Conservation Booth. Bill said that the Sandwich Fair was this last week. Bill and Shawn Rickert volunteered at the Fair also. They were able to help at the FVCS and the Sandwich Area Chamber & the Sandwich Fair Association. Bill will be going to the NRPA conference in Orlando next week. Splash Pad is Officially closed for the season. Bill will be working with a few vendors to get issues fixed before the spring. Bill also brought up the Weatherbug system. The one at Milestone has not been working, due to some connection issue with the internet at the school. They will have the technician come out and at that time Bill thinks it will be a good idea to move the unit to the concession stand. SPD would have to get internet at the concession stand and Bill said that he will look into that. Bill said he spoke with the new athletic director from Sandwich High School. He said that Weatherbug offers a program that is an alerting service which could directly alert all the coaches on their phones for inclement weather. The service cost \$1600 yearly and the Sandwich School District said they would split the cost with SPD. Bill said he will get all the information and get it set up. Melissa Walsh brought up that she noticed a tree at Patriots Park that looked dead. Bill said they have trees that they are going to be taking down. Some trees the staff can take down but any that are near buildings or power lines they would have to hire out.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: Meeting was cancelled, will be rescheduled in November

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Knights Water Mitigation Project: Project is nearly completed. Everything is seeded and growing. Henrich said that he would come back and jet the pipes to clean out any leftover construction debris. Asphalt is scheduled, just waiting for it to get done.

Harvey Creek Sign Update: Signs are here, they look great. IVVC said they will build the extra stand that's needed, for free. SPD is prepping the old posts for the installment of the new signs.

NEW BUSINESS:

Freedom Days 2026 Event Date: Bill discussed several different options for when SPD should do Freedom Days 2026. A decision was not made. The Board said they would like to hear from businesses, churches and Chamber before deciding and hopefully can make a decision at next meeting.

Audit Contract Discussion: The current company Illinois NFP Audit increased their fee to \$7500.00 from \$5500. Tes Isham, Finance Manager, said she started emailing companies to see if they would be interested in giving SPD a proposal for Audit Services. 3 companies said they were not interested or not a good fit and 1 company said it would be a minimum of \$10000. Tes found quotes from previous years, and the current company is still cheaper. Board said they are very happy with Illinois NFP Audit and would like to continue to use them. The Board will vote on the contract next month.

Property Discussion:

EXECUTIVE SESSION: 5 ILCS 120/2 2.(c)(5) for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A motion was made by Theresa Jourdan to go into Executive Session at 7:18 pm, seconded by Eric Terlep.

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

6 ayes, 0 nays, 0 abstain

A motion was made by Shaun Legge to exit Executive Session at 7:33 pm, seconded by Theresa Jourdan.

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

6 ayes, 0 nays, 0 abstain

AJOURN: Motion was made by Theresa Jourdan at 7:33 p.m., to adjourn, seconded by John Fincham.

ROLL CALL VOTE:

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

Respectfully submitted by Tes Isham - Finance Manager

The next regular Board meeting will be October 8, 2025, at 6:30 p.m.