

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, October 08, 2025, at 6:30 p.m. The meeting was called to order by Vice President John Fincham at 6:30 p.m.

PRESENT: Board Members: Eric Terlep, Shaun Legge (arrived at 6:32 pm), John Fincham, Theresa Jourdan, Melissa Walsh, Brad Knepper

ABSENT: Dan Hoyt

Staff present: Executive Director, Bill Novicki

Guests/public: None

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from September 10, 2025, were made available to all Board members.

Motion made by Eric Terlep to approve September 10, 2025, minutes as presented; seconded by Melissa Walsh.

ROLL CALL VOTE: Eric Terlep, aye; Brad Knepper, abstain; Melissa Walsh, aye; Theresa Jourdan, aye; John Fincham, aye.

4 ayes, 0 nays, 1 abstain

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER'S REPORT: A copy of the Treasurer's report for September was made available to all Board members.

Motion made by Shaun Legge to approve the Treasurer's Report, subject to audit and seconded by Eric Terlep.

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

6 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:	\$15,725.65
Recreation:	\$11,202.07
Social Security:	\$ 3,464.77
IMRF:	\$ 2,737.22
2020 Bond-Capital Project Fund	<u>\$ 1,046.50</u>
Total:	\$34,176.21

Motion made by Shaun Legge to approve bills in the amount of \$34,176.21 subject to audit and seconded by Eric Terlep.

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

6 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: Fall Soccer is in its last few weeks. The season has been going well. Fall Softball is also coming to a close for the season. This season has been great. Concessions have exceeded expectations. Last Saturday was Scary Moving in the Park. Not a huge turnout but all in attendance had fun.
- Administration: The Winter/Spring guide is in full swing. Tes has begun review of the upcoming Tax Levy. The county has posted the EVA reports. We will have Newkirk review when ready.
- Buildings and Grounds: Staff continue to take care of the parks by mowing and weeding. Things are starting to slow down. Splash Pad has been winterized. Bill is currently working with a Boy Scout for an Eagle Scout project.

COMMITTEE REPORTS:

RECREATION: Theresa Jourdan provided information from the Recreation Committee that met on October 2, 2025. Highlighted were the following:

Program Updates: Jordan Beckwith, Recreation Manager, gave a report on current programming. Many of the programs offered are going well and have good enrollment. The Chicago Fire Skills Class was combined due to low enrollment but went well. Chicago Fire has been contacted to start planning spring training sessions. Enrollment for Youth Basketball has hit the max for 1st/2nd and 3rd/4th grades. PreK-K has low enrollment this time. Practices and games for 1st/2nd and 3rd/4th grades are at Haskin. Practice for PreK-K is at Prairie View with games at Dummer. The Dungeon & Dragons group needs a new Dungeon Master for next year. Have already begun looking. The Fargo Grill N Chill was low in attendance, but fun was had by all! The Community and Kids Choir will run this fall! A concert is planned for December 13th at 6 pm. The Shedd Aquarium trip will run as scheduled.

Fall Soccer and Softball: Jordan Beckwith reported there are only three weeks left for Soccer. The program is going well. There was an incident with a parent getting upset with the referees and Jordan noted that Alex Hoppe handled this situation well and calmed the parent down. Jordan also reported that there are two weeks left for Softball and the program is running well! The concession stand is going so strong that two people were hired to help in the concession stand! New this season was the addition of U8 and there were enough players for Sandwich to have a team. Unfortunately, only one other town has this age group, so the two teams have had a friendly rivalry. There are five teams for U10 and seven for U12 with six towns participating.

Harvest Moon: Bill Novicki reported that planning is well underway and going well for the Harvest Moon event on Saturday, October 25. We will maintain the same set-up this year. There will be four hayracks for patrons to ride. The egg hunt has been increased to another 2000 eggs! Work is in progress to add more light towers to provide better coverage of the area to ensure safety of all in

attendance. A new screen was purchased to showcase cartoons, and it is easier to set up. Contemplating moving the event next year to Milestone due to space at Knights. More people are attending, and we are running out of room. This is a good problem to have! Many good ideas shared if the event is moved to Milestone to add to the festivities.

Holiday Events: Bill Novicki reported that planning is well underway, and staff are preparing for the tree lighting, festival of trees and the craft show. Due to floor replacement in the main gym at the high school, we are no longer allowed to use that space for the craft show. We will be using the South gym, two cafeterias and hallways. Staff will evaluate whether to move to the other schools for next year's craft show. The Chamber of Commerce recently had their meeting to discuss their portion of the Holiday Events, and all is coming together nicely. The Festival of Trees will continue at the Movie Theater. The holiday event is scheduled for the first Saturday of December, the 6th.

Winter/Spring Guide Programming: Jordan Beckwith and Bill Novicki reported the Winter/Spring Guide is coming together and is due for completion next Friday, October 10th. New programs offered are coed recreational softball and kickball, mini-golf outing (family oriented) at Idle Hour's mini-golf park with DJ and food planned, and a Mutts Strutt with a dog costume contest and on-site dog park registration. Staff are looking for Board members to provide judging. It was noted that the two program descriptions that need updating are being updated. Theresa Jourdan praised Alex and Jordan for the great work they are doing in creating new and exciting events!

SBA Contract: Bill Novicki noted that the Sandwich Baseball Association contract is due for renewal in March 2026. The current contract was provided for Board Members to begin reviewing. John Fincham noted that this contract had a complete overhaul approximately three years ago. Most notable was the revision of the renewal period from 10 years to three years. The contract will be present at the full board meeting next week to begin official review.

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

Harvey Creek Sign Update – The signs are here and ready to go. IVVC completed build of the one post that was needed. Staff will install the new signs in the next one to two weeks.

Freedom Days 2026 Event – Bill Novicki reported he recently met with the Tractor Show board at the Fairgrounds to discuss combining the Freedom Days event with the Tractor Show the last weekend of June 2026 because July 4th 2026 falls on a Saturday. Space utilized by both groups was evaluated and noted not to be the same space used by both. Bill and the Tractor board felt the two events could be combined. The Tractor Board meets soon and will let Bill know if they approve sharing the events on

the same day. Bill asked that we table until November choosing the date for the 2026 Freedom Days event.

Veteran's Park Survey Update – The survey has been completed, and Bill expects we will receive the survey soon.

NEW BUSINESS:

Audit Contract Approval– Board members reviewed the contract. Of concern is the statement, “If in the rare case that significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.” The fee adjustment is not identified in the contract. The Board requests clarification of potential added fees prior to approving contract. This item is tabled until the November meeting.

2026 IPRA/IAPD Annual Conference – The annual conference is scheduled for January 29-31, 2026. Board members attending this conference are Theresa Jourdan, John Fincham, and Melissa Walsh. Bill will get the Board members and Park District staff registered. More information to come as we get closer to the conference.

SBA Agreement – The Sandwich Baseball Association contract is due for renewal next Spring. Bill presented the current contract for Board members to begin reviewing. Some things noted in the contract the Sandwich Park District should receive from the Sandwich Baseball Association have not always been provided, i.e., detailed operating budget, CPR/AED certifications, background checks, etc. Bill indicated these things would be evaluated and obtained prior to renewal of the contract.

KSRA Joint Agreement Discussion – Bill Novicki provided discussion from the recent KSRA Board meeting. Of note is Rochelle has submitted their removal from the agreement and DeKalb is requesting a reduction in the amount they pay to the KSRA. The KSRA Board requested a draft proposal from DeKalb to be reviewed at the next KSRA meeting. More information to come as it becomes available.

2026 Master Plan Discussion – The previous Sandwich Park District Master Plan was completed in 2015. It is recommended a new master plan be completed. Bill Novicki has reached out to Upland Design for a proposal for the Sandwich Park District Board to review. Bill is hopeful the proposal will be available for the November meeting.

ADJOURN: Motion by Brad Knepper at 7:56 p.m. to adjourn, seconded by Eric Terlep.

6 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

The next regular Board meeting will be November 12, 2024, at 6:30 p.m.