

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, November 12, 2025 at 6:30 p.m. The meeting was called to order by President Dan Hoyt at 6:30 p.m.

PRESENT: Board Members: Dan Hoyt, John Fincham, Shaun Legge, Brad Knepper & Melissa Walsh

ABSENT: Eric Terlep & Theresa Jourdan

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

Guests/public: SBA President - Ken Kesselring, SBA Vice-President - Phil Haake

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from October 8, 2025, were made available to all the Board members.

Motion made by Shaun Legge to approve October 8, 2025, minutes; seconded by Brad Knepper.

ROLL CALL VOTE: John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye; Dan Hoyt, abstain.

4 ayes, 0 nays, 1 abstain

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER'S REPORT: A copy of the Treasurer's report for October 2025 was made available to all the Board members.

Motion made by Dan Hoyt to approve the Treasurer's Report, subject to audit and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

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:	\$16,336.56
Recreation:	\$12,149.62
Social Security:	\$ 2,299.41
IMRF:	\$ 1,891.74
Special Recreation Fund	\$16,218.15
2020 Bond-Capital Project Fund	<u>\$25,162.50</u>
	\$74,057.98

A motion made by Shaun Legge to approve bills in the amount of \$74,057.98 and seconded by Brad Knepper.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

DIRECTOR'S REPORT: A copy of the Director's Report was made available to all the board members. Executive Director Bill Novicki highlighted the following:

- Recreation: Youth Basketball season is in full swing and is going well so far. Holiday Lane Craft show is moving along, and registration is capped at 55 vendors. Our joint Christmas program downtown is coming along. The tree is decorated. We hope for a big turnout this year.
- Administration: IPRA Conference is all set. Bill has finalized the submissions for the IPRF grants. Winter/Spring guide is officially completed and in its final review process.
- Buildings and Grounds: SPD Purchased 18 trees from a nursery auction for several of the parks. Dan Hoyt offered to help with getting those trees planted. Ice rink will be going up again this year. The liner has been purchased and IVVC will be helping with the set up again this year. IPARKS risk management did their yearly inspection of all the parks and facilities. Bill was happy to report that the inspector had no safety recommendations. They were very impressed with our maintenance and upkeep.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: Building & Gounds committee met last week. They talked about the trees that needed to be planted. They had an equipment discussion, to purchase a snow blower, trailer & softball shed. They also talked about the SBA contract renewal, ice rink and the issues with the furnace at knights building.

FINANCE: The Finance Committee reviewed the 6-month budget.

CAPITAL DEVELOPMENT: Set the next meeting date to be December 10, 2025 at 5:30 p.m.

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Set the next meeting date to be January 14,2026 at 5:30 p.m.

UNFINISHED BUSINESS:

Freedom days: Bill had a meeting with the Sandwich Engine Club, about partnering for events at the Fair grounds for the Fourth of July. They have come to an agreement to hold it on Saturday June 27, 2026. They made a layout that works with both SPD and the Engine Club. Bill mentioned that all the vendors are okay with that date. Also, the events that happen uptown would also go with that date. Bill did say this is a one-time change, that we would go back to our usual date for Freedom days. The Engine Club said if it all goes well, they would like to partner with us in the future.

A motion was made by John Fincham to approve the June 27, 2026 date for Freedom Days, and was seconded by Melissa Walsh.

ROLL CALL: Melissa Walsh, aye; Dan Hoyt, aye; John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

2026 Master Plan Discussion: Bill said that he got the quote back for the Master Plan from Upland Design and it came back much higher than expected. Bill will continue looking for other companies and asking other Park Districts, who they use. Bill is hoping to find a company & have a contract signed by the beginning of the new year.

Audit Contract Approval: Bill said that Illinois NFP Audit Co. answered the question about the wording for extra charges on the contract. Illinois NFP Audit Co. felt that it would never affect the SPD, so they took out that paragraph from the contract. The contract is a 3-year contract 2026, 2027 & 2028 for \$7500 per year.

A motion was made by Shaun Legge to approve the 3-year contract with Illinois NFP Audit and Tax, LLP for the years of 2026, 2027 & 2028 in the amount of \$7500 per year, seconded by John Fincham.

ROLL CALL: Dan Hoyt, aye; John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

KSRA Join Agreement Discussion: Recap on the discussions with KSRA. Rochelle has officially given notice that they are pulling out and DeKalb has been wanting a reduction. After speaking with the attorneys, the KSRA board needs to make a vote on reductions. The KSRA board has decided to make a reduction from .50 to .0125 per \$100 EAV, which is half of the half payment. This is a one-year contribution adjustment. Bill plans on voting for this reduction.

SBA Agreement Renewal Discussion: Bill and the board went over the agreement they have with SBA. Theresa Jourdan made a list for Bill to mention at the meeting for cleaning up the agreement with SBA. Section 12.3 Portable toilets say they pull in September but usually are done in November. We will change to November.

Section 20.3 All banners/signs/temp signs need to be removed at end of season, before winter.

Section 20.7 Says addresses are listed below, there is no address. We will add the address.

No one else had any other items they wanted changed in the agreement. Once the SBA Agreement is cleaned up, Bill will send over to SBA to have them review and wait to hear from them.

NEW BUSINESS:

Sandwich Baseball Association 2025 Capital Project Completion Report: Phil Haake went over the upgrades at Memorial ballpark. The capitol improvement that they have made is outfield signs, upgrading lights for field 7, they got half done, hoping to do the rest of the lighting next year. They did not do infield dirt (field 7 & 4) this year after deciding that they didn't need it. All the dugouts are painted & roofs are all done. Everything seems to be going well at the park. The relationship between SPD & SBA is very good and they both work well together.

Tentative Approval of Tax Levy 2025/2026 Ordinance: The Tax Levy was discussed at the Finance Meeting, need to make tentative approval.

A motion was made by Shaun Legge to approve the tentative Tax Levy 2025/2026 Ordinance, seconded by Brad Knepper.

ROLL CALL: John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye; Dan Hoyt, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

2026 Meeting Dates: Bill gave a list of meeting dates for 2026 to the board.

A motion was made by Shaun Legge to approve the meeting schedule for 2026, seconded by John Fincham.

ROLL CALL: Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye; Dan Hoyt, aye; John Fincham, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Staff Holiday Compensation: Bill recommended doing the same as last year's compensation, which was, Full-time employees \$150.00 and Part-time employees \$100.00. Bill also asked that it be paid out on next payroll.

A motion was made by Melissa Walsh to approve the recommended Staff Holiday compensation, full-time \$150.00 & part-time \$100.00, to be paid out on the last November payroll, second by Brad Knepper.

ROLL CALL: Brad Knepper, aye; Melissa Walsh, aye; Dan Hoyt, aye; John Fincham, aye; Shaun Legge aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Knights Playground Equipment: Bill talked about the problem with the removal of the bridge on the playground at Knights Park. Game Time equipment does not sell this bridge any longer. Game Time gave Bill 4 options to replace the bridge. After going over all 4 options, they decided to put the railings on to replace the plywood, which would cost \$2,000.

A motion was made by John Fincham to purchase the 2 railings in the amount of \$2000.00 with approval from IPARKS, seconded by Melissa Walsh.

ROLL CALL: Melissa Walsh, aye; Dan Hoyt, aye; John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Snow Blower Purchase: Bill had 2 estimates for a new snow blower & a used snow blower. Bill & the board talked about pros & cons of new or used. They all agreed it was worth purchasing the new one.

A motion was made by Shaun Legge to approve the purchase of the New John Deere snow blower with \$800.00 from the maintenance equipment and remainder from the bond, seconded by John Fincham.

ROLL CALL: Dan Hoyt, aye; John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Softball Shed Replacement: Bill presented a quote from Everlast for the 10x10 Softball Shed in the amount of \$4016.00. Bill asked IVVC and they offered to build the exact same shed for \$2500 but would not be on site and we would have to move it. Bill said he would be able to find a way to move the shed.

A motion was made by Brad Knepper to have IVVC build the 10x10 shed and pay for it from the bond, seconded by John Fincham.

ROLL CALL: John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye; Dan Hoyt, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

ADJOURN:

A motion was made by Shaun Legge at 7:50 p.m. to adjourn, seconded by Brad Knepper.

5 ayes, 0 nays, 0 abstain

Respectfully submitted by Tes Isham – Finance Manager

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