

December 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, December 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, Brad Knepper, Melissa Walsh & Theresa Jourdan.

**ABSENT:** None

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

**Guests/public:** None

**PLEDGE OF ALLEGIANCE**

**MINUTES:** A copy of the Board meeting minutes from November 12, 2025, were made available to all Board members.

Motion made by Melissa Walsh to approve November 12, 2025, minutes; seconded by John Fincham.

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

5 ayes, 0 nays, 2 abstain

MOTION CARRIED

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

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

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

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

**BILLS PRESENTED:** A copy of the Bills Payable by Fund report for November was made available to all board members. The following bills were presented:

Corporate:	\$13,654.06
Recreation:	\$18,317.13
Social Security:	\$ 2,305.04
IMRF:	\$ 1,970.27
2020 Bond-Capital Project Fund	<u>\$ 1,970.00</u>
	\$38,216.50

Motion made by Theresa Jourdan to approve bills in the amount of \$38,216.50 and seconded by Melissa Walsh.

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

7 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: Winter Boys Basketball will run this year with a reduced enrollment. SPD also got enough for a few girl's teams. Not enough for a full league but they were able to combine 2 co-ed teams along with a couple of out-of-town teams. The board talked about low enrollment, thinking it is due to travel basketball. The Holiday Lane Craft show went very well without complaints. They had 55 vendors and they seemed very happy with the sales. Festival of Trees was set up with a total of 22 trees. The events that were on separate days last year, SPD combined all of them into 1 day which had a very good turnout. Merry Little Sandwich Christmas Event went very well, even with the cold.
- Administration: Conference will be coming up in January. As soon as the guide comes out, they will choose their classes.
- Buildings and Grounds: A lot of snow removal has been going on. SPD maintenance staff have started getting the ice rink ready to set up. The board asked if they could live stream the ice rink, so people could see if the ice rink is open. Bill said he would have to look into it.

#### **COMMITTEE REPORTS:**

**RECREATION:** None

**BUILDING & GROUNDS:** None

**FINANCE:** None

**CAPITAL DEVELOPMENT:** Had meeting ahead of regular Board Meeting

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

**PERSONNEL:** None

#### **UNFINISHED BUSINESS:**

**2026 Master Plan Discussion** – Started to update Master Plan during the Capital Development meeting.

**KSRA Join Agreement Discussion** - Rochelle is officially out. KSRA decided to make a reduction from .050 to .0125 per \$100 EAV. This is a one-year contribution adjustment. Bill said he plans to vote for this reduction.

**SBA Agreement Renewal Discussion** – SBA had made 3 requests about the agreement.

1. Description of the fields be called by the number on each field, not the location.
2. Dates for schedules to be turned in. Schedules from the Cornbelt are not in their control when they get them. Asked to have wording changed to, as soon as they receive them.
3. Asked if installation cost of the LED Field lights could go towards the complete full 3-year contract requirement.

Motion was made by Shaun Legge to adjust the contract with SBA with the requests made, seconded by Theresa Jourdan.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

**NEW BUSINESS:**

**Approval of Tax Levy Ordinance 2025-002** - The tax levy ordinance has been updated due to a typo.

Motion made by Dan Hoyt to approve the tax levy as presented; seconded by John Fincham.

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

**Medical Refund Policy** – The board discussed the refund policy and talked about when refunds should be given. They talked about several factors that would affect the policy and how to make it clearer. SPD is working on the wording of the policy and will vote on it, at a later date.

**Sandwich Park District 60<sup>th</sup> Anniversary** – Bill said that SPD has always done things throughout the year for a special anniversary year. Bill mentioned that in the past, they put banners in parks, put signs on the SPD vehicles. Bill also asked about having a big event with music & activities. Bill would like to get a committee together to plan the event and asked the board if anyone would like to be on it to help organize it.

**Board Retreat** – The President, Dan Hoyt asked the board if a Board Retreat was necessary. The board said that they feel they have good discussions during regular meetings. What they discuss during a retreat, they feel they have already discussed during their regular meetings. All board members felt that the retreat was not necessary.

**ADJOURN:** Motion by Dan Hoyt at 7:13 p.m. to adjourn, seconded by John Fincham.

7 ayes, 0 nays, 0 abstain

Respectfully submitted by Tes Isham – Finance Manager

*The next regular Board meeting will be January 14, 2025, at 6:30 p.m.*