

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, January 14, 2026 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, Eric Terlep, John Fincham, Shaun Legge, Melissa Walsh.

**ABSENT:** Brad Knepper & Theresa Jourdan

**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 December 10, 2025, were made available to all Board members.

Motion made by John Fincham to approve December 10, 2025, minutes; seconded by Eric Terlep.

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

5 ayes, 0 nays, 0 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 Shaun Legge to approve the Treasurer's Report, subject to audit and seconded by Eric Terlep.

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

5 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:	\$14,256.62
Recreation:	\$ 8,916.05
Liability Insurance Fund	\$37,180.00
Social Security:	\$ 2,155.73
IMRF:	\$ 1,919.06
Kishwaukee Special Rec.	\$ 4,881.30
2020 Bond-Debt Service Fund	<u>\$125,497.73</u>
Bills Total	\$194,806.49

Motion made by Shaun Legge to approve bills in the amount of \$194,806.49 and seconded by Melissa Walsh.

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

5 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 Basketball has ended and Winter Basketball has already started up. Jordan is working on trying to have a game for the kids to play (halftime) at one of the colleges in the area. Daddy-Daughter dance is coming up. Jordan & Alex are working on that event, and they already have 133 signed up.
- **Administration:** Staff is working on summer guide. The staff has also started working on the SPD 60<sup>th</sup> Anniversary celebration. Bill asked if the board would like to be on the committee, several offered to help. Bill would like to have a big party to celebrate, possibly in August.
- **Buildings and Grounds:** Ice rink is set up, just waiting for the weather to be able to open it up. Bill said there is a Certified Playground Safety Inspector course coming up in March. Bill said it is a Nationally recognized certification. IPARKS has recommended that we have someone on staff with the certification, but it is not required. It is a 3-day training course about playground safety. Bill would like for himself and Gary to take the course. The board agreed that they thought it would be very beneficial for the district.

**COMMITTEE REPORTS:**

**RECREATION:** None

**BUILDING & GROUNDS:** None

**FINANCE:** None

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

**PERSONNEL:** None

**UNFINISHED BUSINESS:**

**2026 Master Plan** – Bill presented the new quote from Upland Design for the districts new Master Plan. To save money for the district, Bill had Upland take the survey out of the quote. Bill said that the district could do the survey in-house. By doing so, it would save the district approximately \$20,000. SPD does need a master plan to be able to apply for Osland grants for future projects.

Motion made by Shaun Legge to approve the contract with Upland Design for the master plan in the amount of \$29,600 to come out of the bond and seconded by Eric Terlep.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

**SBA Agreement Renewal** – The agreement has been sent back to SBA and we are waiting to hear back from them.

**Medical Refund Policy** – Bill, Office Manager Shawn Rickert & Theresa Jourdan had gone over the Refund policy and have made a few changes. Shaun Legge brought attention that we need to make clear what the credit is. He suggested calling it household credit. The board agreed with the changes that were made, and the suggested change.

Motion made by Shaun Legge to approve the new refund policy with the changes and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

#### **NEW BUSINESS:**

**IAPD/IPRA Annual Conference** – The board members going to conference, met before the meeting to discuss the classes they would be attending. Everything else is all set for the conference, which is at the end of the month.

**Future Facility Planning Discussion** – Bill was approached by the Sandwich School District about a plan for the new gymnasium that would be added onto the Prairie View School. They asked if SPD would be interested in partnering with them, so they could make the gymnasium larger. This would be a large cost for the district. The board talked about how many years they would have to extend the bond to be able to do this. They also noted that SPD would not be able to do other projects on the Capitol Plan. Bill said this is a great opportunity but does not think that SPD could afford to do it. Dan suggested maybe instead, we could help them with enhancing the gymnasium. The board said to keep communicating with the School District about this matter.

**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 Shaun Legge to enter Executive Session at 7:18pm and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion was made by Shaun Legge to come out of Executive Session at 7:23pm and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion made by Eric Terlep to release & hold minutes listed below, seconded by John Fincham.

June 12, 2024 – Hold

October 9, 2024 – Hold

July 9, 2025 – Hold

Aug 13, 2025 – Release

September 10, 2025 – Hold

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

**ADJOURN:** Motion by Eric Terlep to adjourn at 7:24pm, seconded by John Fincham.

5 ayes, 0 nays, 0 abstain

Respectfully submitted by Tes Isham – Finance Manager

*The next regular Board meeting will be February 11, 2026 at 6:30 p.m.*