

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, March 11, 2026, at 6:30 p.m. The meeting was called to order by President Dan Hoyt.

PRESENT: Board Members: Dan Hoyt, Eric Terlep, John Fincham, Shaun Legge, Brad Knepper, Melissa Walsh & Theresa Jourdan.

Board Members absent: None

Staff Present: Executive Director - Bill Novick, Finance Manager – Tes Isham

Guests/public: Maria Blood – Upland Design

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from February 11, 2026, were made available to all Board Members.

Motion made by Theresa Jourdan to approve February 11, 2026, minutes and seconded by Eric Terlep.

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

5 ayes, 0 nays, 2 abstain

MOTIONED CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER’S REPORT: A copy of the February Treasurer’s Report was made available to all board members.

Motion was made by Theresa Jourdan to approve February Treasurer’s report and seconded by Melissa Walsh.

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

MOTIONED CARRIED

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

Corporate:	\$ 8,449.85
Recreation:	8,802.33
Social Security:	2,141.07
I.M.R.F.	<u>1,803.62</u>
Report Total	\$21,196.87

Motion was made by Theresa Jourdan to approve February bills in the amount of \$21,196.87 subject to audit, seconded by John Fincham.

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

MOTIONED 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 Basketball League ended last Saturday. SPD had smaller numbers this season but, was still able to make something work. Staff & Bill will have to figure out something for next year.
- Mother/Son Bowl event took place last Saturday. The event went over very well. They had 60 participants. All seemed to have a good time.
- Indoor garage sale will be this coming Saturday. It has maxed out; they have 28 tables reserved.
- Soccer registration is closed and they have very good numbers for U6, U8 & U10. U12 didn't have as good of numbers but was still able to get 2 teams.
- Spring Garden Workshop is right around the corner, hopefully it will have good turnout.
- Spring Egg Hunt is coming up and happy to say that it will be sponsored by Walmart again this year.
- Civil War Encampment is all scheduled but unfortunately the Historical Society has decided not to be a part of the Civil War Encampment any longer. SPD has been reaching out to schools to inform them about the event.

Administration

- Bill & Shawn have been looking into mobile pay (Clover) to use for different events and off-site sales. They are thinking of going with Clover.
- Summer guide is with the designer already, which is ahead of schedule.

Buildings & Grounds

- Ice Rink is officially closed.
- Staff have started working & cleaning up Splash Pad Shed. Bill told the board that a motor is probably going to have to be replaced, which should be able to come out of the maintenance budget.
- Softball Shed is getting cleaned out and getting ready for the dismantle and ready for new shed. Bill has contacted IVVC and they said they need to have a conversation. Bill will update once they have the meeting.

COMMITTEE REPORTS: None

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

SBA Agreement Renewal – SBA had returned the signed 3-year Lease Agreement with SPD.

Motion was made by Theresa Jourdan to approve the 3-year Lease Agreement with SBA, seconded by Eric Terlep.

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

2026 Bond Discussion – Bill said that Aaron Gold from Speer Financial will be giving a presentation during the April meeting.

NEW BUSINESS:

Change of Credit Card Account – The board decided to replace the existing credit card for Business Capitol One that gave rewards.

Motion was made by Theresa Jourdan to replace existing Elan Credit Card with Business Capitol One 2% and rebates to be allocated to Special Event Program, 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; Brad Knepper, aye.

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Website Discussion – Shawn & Bill have been working on getting information for a new SPD website to become ADA compliant by 2027. They have been talking with Streamline and received pricing options. Bill presented the option to the board. The board discussed options & also had questions about contract length, if multiple years does the amount stay the same or increase, can we upgrade during a contract. Bill said he would get those answers and get back to them.

Sandwich Freedom Day's Grand Marshal Discussion – Bill asked the board to start thinking about recommendations for a Grand Marshal for Freedom Days parade.

Annual Performance Review Process - Staff have been working on their self-evaluation forms which are due on March 13th. Bill will review them and meet with the Personal Committee on April 2, 2026, to go over evaluations.

Dog Park Fence Discussion – SPD has had several issues with people using the Dog Park without being registered. The issue with the current fence is that you can reach over & open it. The board talked about having a higher fence in the front, so people wouldn't be able to unlock it. The city said they would approve putting a higher fence in the front part of the dog park. The board asked Bill to get quotes for the fence.

Splash Pad Roof Replacement Quote – A quote from A&B Exteriors was presented for the replacement of the Splash Pad equipment shed roof using steel. A&B gave 2 options, #1 for a tear off of shingles or #2 Layover existing shingles. The board asked if there were any more quotes. Bill said he reached out and this was the only company that responded.

Motion was made by Theresa Jourdan to approve the quote from A&B Exteriors, option #2 for the Splash Pad equipment shed roof, in the amount of \$7,500.00 to be taken out of the bond, seconded by John Fincham.

Roll Call Vote: Theresa Jourdan, aye; Dan Hoyt, aye; Eric Terlep, aye; John Fincham, aye; Shaun Legge, aye; Brad Knepper, aye; Melissa Walsh, aye.

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Upland Design Master Plan Presentation & Planning – Maria Blood from Upland Design came to talk about the Comprehensive Parks Master Plan. She asked the board about their vision of Sandwich Park District. She spoke about the planning, timeline, grants & funding.

ADJOURN: Motion was made by Shaun Legge at 8:09 to adjourn, seconded by Eric Terlep.

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Respectfully submitted by Tes Isham, Finance Manager

The next regular Board meeting will be April 8, 2026, at 6:30 p.m.