

May 13, 2026

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 13, 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

ABSENT: None

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

Guests/public: None

PLEDGE OF ALLEGIANCE

PREVIOUS BOARD MINUTES: A copy of the Board meeting minutes from April 8, 2026, were made available to all Board members.

Motion made by Theresa Jourdan to approve April 8, 2026, Board meeting minutes and seconded by John Fincham.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Special Board Meeting: A copy of the Special Board meeting minutes from April 22, 2026, were made available to all Board members.

Motion made by Theresa Jourdan to approve April 22, 2026, Board meeting minutes and seconded by Eric Terlep.

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

4 ayes, 0 nays 3 abstain

MOTION CARRIED

CORRESPONDENCE: Bill received 2 Thank you letters. One from Bob, Luetta & Sandwich Union Guards thanking the SPD for the support over the past 26 years for the Civil War reenactment. The other Thank you was from Sandwich High School Junior Class for the donation of the gift basket for supporting their prom.

PUBLIC COMMENT: None

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

Motion made by Theresa Jourdan 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; Theresa Jourdan, aye; Dan Hoyt, aye; Eric Terlep, aye; John Fincham, aye.

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

BILLS PRESENTED: A copy of the April 2026 bills was made available to the board members. The following bills were presented:

Corporate:	\$15,584.31
Recreation:	\$19,257.17
Social Security:	\$ 2,153.76
Unemployment:	\$ 681.84
IMRF:	\$ 1,800.52
2020 Bond-Capital:	<u>\$18,082.65</u>
	\$57,560.25

Motion made by Theresa Jourdan to approve the April 2026 bills in the amount of \$57,560.25 and 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

DIRECTOR’S REPORT: Bill noted that soccer is wrapping up this weekend. Softball has started up and running. T-ball will be starting at the beginning of June. Bill & Alex will be interviewing next week for summer camp counselors. Bill & Shawn met with the new website company and on track for the new website. Bill & maintenance staff will be working on the splash pad, they will be replacing the motor. Staff will also be working on getting the Milestone tower up and finalized. Bill had picked up the new truck and got it outfitted, installed toolbox & had all new decals put on. Gary (Park Forman) ordered the lights and will put them on the new truck when they arrive, if time allows. Bill met with a company that does power washing. He would like a quote for the washing of the tennis courts.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: Met right before this board meeting.

UNFINISHED BUSINESS:

2026 Bond Discussion – Aaron from Speer Financial sent the figures for different bond plans. Bill said he will email them to the board and they will have to get together to go over it.

Master Plan Update - Bill mentioned that he had the Community engagement meeting and did not have a good turnout. Bill decided to do another meeting during the day and do a luncheon, to try to get a better turnout. The date is set for May 28, 2026, at noon.

NEW BUSINESS:

Reorganization of Officers- The board discussed whether they wanted to make any changes to officers' position.

Motion made by Shaun Legge to retain the officers in their current positions for the next year and seconded by Theresa Jourdan.

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

Committee Assignments -

Motion made by Theresa Jourdan that the Committee Assignments stay the same, except Shaun Legge will be stepping down from Recreation committee and adding Melissa Walsh to Recreation and Personnel committees, 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

Adopt a Park Assignments –

Motion made by Theresa Jourdan that the Adopt a Park Assignment stays the same except Eric Terlep will be stepping down from Memorial Park and adding Melissa Walsh to Patriots Park, seconded by Eric Terlep.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

FY2025/2026 YTD Balances, Revenue & Expenses – The board went over the FY25/26 Balances, Revenue & Expenses with final numbers.

FY2026/2027 Proposed Budget Ordinance 2026-002/Public Hearing Date Set for June –

Motion made by Theresa Jourdan to put the proposed Budget Ordinance 2026-002 on display and set a public hearing for June 22, 2026, at 6:00 pm, seconded by John Fincham.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Purchase of New Trailer from R and P Carriages – Board talked about purchasing an enclosed trailer for maintenance and Recreation. Bill said that he would want the inside of the trailer seal-coated to protect it from water, oil etc. and have decals added.

Motion made by Shaun Legge to approve the purchase of an enclosed trailer from R and P Carriages for \$7,975.00 and not to exceed \$12,000 total, including price of spray coating & decals, to come from the bond, seconded by Theresa Jourdan.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

David A. Francis Center HVAC Replacement Quote Review and Approval – Copies of quotes from 3 different companies were made available to the board. After a discussion they decided to go with Just In Time, estimate #183317729.

Motion made by Melissa Walsh to approve the Just In Time estimate #183317729 for the 3-HVAC units at David A. Francis Center in the amount of \$35,637.33 to come from the bond, seconded by John Fincham.

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

Disposal of Surplus Equipment Discussion – SPD will be disposing of the 1999 van & 2010 trailer. Bill said that to get rid of surplus equipment there are 3 ways.

1. Put out for bid
2. Government surplus auction
3. Scrapping process

Bill said that the equipment is not worth much. He needed the board to declare it as surplus and how the board wants to get rid of the equipment. The board approved the equipment as surplus and authorized Bill to dispose of the equipment.

Approval of Ordinance 2026-001 Declaring Surplus Maintenance Equipment –

Motion made by Shaun Legge to approve ordinance 2026-001 to declare the equipment is surplus and authorize the disposal of the surplus equipment, seconded by Theresa Jourdan.

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

Approval Changes to Personnel Policy – President Dan Hoyt said that he wanted the approval changes to Personnel Policy to be tabled to next meeting.

Motion made by Shaun Legge to table the approval changes to the Personnel Policy till next board meeting and 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

Recreation Manager Update – Bill said that he got applications in for Recreation Manager position and will be making calls for interviews next week. Bill is hoping to have someone hired by end of June.

Freedom Days Event Update – Bill asked to board to have everyone sign up to help for Freedom Days. We will have several activities that need help with. Bill said we don't have our theme yet for the parade, but he has ideas. Everything is coming along nicely.

District Credit Card Update – The Capitol One Business credit card that the board approved needed to use the Executive Director's personal information. Not realizing that is how they did it, we had decided not to go with that card. We are talking with FNBO about a business (municipality) credit card and will set up a meeting with them soon to discuss the options they would have for us.

AJOURN: Motion by Theresa Jourdan at 7:54 p.m. to adjourn seconded by Shaun Legge.

7 ayes, 0 nays, 0 abstain

Respectfully submitted by Tes Isham - Finance Manager

The next regular Board meeting will be June 10, 2026, at 6:30 p.m.