

April 9, 2025

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, April 9, 2025 at 6:30 p.m. The meeting was called to order by Vice President Diane Scents.

PRESENT: Board Members: Diane Scents, Eric Terlep, John Fincham, Shaun Legge, Theresa Jourdan and Brad Knepper

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

Guests/public: Phil Haake, Jessica Orlando – Sandwich Boys Baseball

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from March 12, 2025 were made available to all Board members.

Motion made by Shaun Legge to approve March 13, 2025 minutes and seconded by Brad Knepper.

ROLL CALL VOTE: Eric Terlep, abstain; John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, abstain.

4 ayes, 0 nays, 2 abstain

MOTION CARRIED

Motion made by Shaun Legge to reorder the agenda, moving the SBA Capital Improvement Projects Presentation up in the agenda, and seconded by John Fincham.

ROLL CALL VOTE: John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

SBA Capital Improvement Projects: Jessica Orlando, President of Sandwich Baseball Association (SBA) and Phil Haake, Vice President, presented their 2025 Capital Improvement Projects plan to the board. Phil Haake said that they had a very good fundraising year and SBA planned on doing more improvements to improve Memorial Park this year. SBA wants to upgrade the Pony field lights, which they hope can be done in 2 phases, might take 3. Plans are to do the infield first with LED lights and replace the light in the outfield that does not work. They are hoping to be able to finish the remainder of the field next year. SBA would also like to replace all old field signs with new aluminum signs. SBA will also be getting field mix. They try to do 2 – 3 fields a year. The 2025 Capital Improvement Projects plan is in the amount of \$19,285.00. SBA requested that the plan would fulfill the lease agreement for 2 years if needed.

Motion made by Theresa Jourdan to approve SBA's Capital Improvement Projects Plan and also agree with the request of the fulfillment of lease agreement, seconded by Brad Knepper.

ROLL CALL VOTE: John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion made by Shaun Legge to return to regular order of agenda, seconded by Theresa Jourdan.

ROLL CALL VOTE: Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye; John Fincham, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

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

Motion made by Shaun Legge to accept the Treasurer's report subject to audit and seconded by Theresa Jourdan.

ROLL CALL VOTE: Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye; John Fincham, aye; Shaun Legge, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

BILLS PRESENTED: A copy of the bills that were paid in March was made available to the board.

Motion made by Theresa Jourdan to approve bills in the amount of \$39,666.82 and seconded by Eric Terlep.

ROLL CALL VOTE: Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye; John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

DIRECTOR'S REPORT: A copy of the Director's Report was made available to the board. Bill said they held the Civil War Encampment, it was amazing! Had a very good turnout, over 250 Students came from 3 schools and home school groups. Hoping to keep building it and making it bigger & better than it already is. The Sandwich Historical Society & Park District also hosted a dinner for the participants that went very well also.

Chamber dinner is coming up. The Park District is nominated for a business of the year award and Bill is nominated for volunteer of the year award. Dan & Shaun are slated to attend.

Health Fair was this week, Jordan & Bill attended, had a good turnout – spoke about a lot of SPD's programs.

Building & grounds has been very busy cleaning up parks, lining soccer fields weekly, getting fields ready for soccer & softball.

COMMITTEE REPORTS:

RECREATION: Diane said the committee had met. Soccer has a wait list, hoping to get them all in. Chicago Fire is hosting a demo day for camp. Volleyball camp went great. Looking into a summer volleyball league, and possibly a winter volleyball league also. Casino and lunch bunch was a go. Mother/Son Bowl was full, thinking of doing 2 shifts next time, possibly doing 1 older group and 1 younger one. Easter hunt is coming up and Walmart donated all the baskets and SPD has over 4,000 eggs ready.

BUILDING & GROUNDS:

FINANCE: Finance committee met at 5:30 on April 10, just prior to the board meeting. Went over 2025/2026 budget.

CAPITAL DEVELOPMENT: NONE

RISK MANAGEMENT: NONE

LAW AND ORDER/SAFETY: NONE

PERSONNEL: The Personnel Committee met on Tuesday, April 9, 6:30 p.m. to review the employee evaluations and proposed increases. Also, spoke about the extra compensation to Executive Director & Office Manager for the extra help during the lapse of the Finance Manager. Wage adjustments were also discussed.

UNFINISHED BUSINESS:

Knight Water Mitigation Issue: Bill meet with Kurt from EEI, and was not happy with the plan. Bill showed him where SPD was having water issues. Kurt is now suppose to go back and redo the design plan and bring it back. Have not heard from him since. Shaun suggested to reach back out and see when the design will be completed. Brad made a mention the it might be better to do in the fall, due to everything being ripped up and might affect the summer programs.

NEW BUSINESS:

Approval of Veterans Park IGA between City of Sandwich and Sandwich Park District:

Bill has been in contact with the City. SPD attorney has looked at the contract and did not make any changes. Bills concern is that since this has taken so long, the price might have changed. The company replacing the fence is ready to start. City is buying the fence and installing and we are reimbursing the City.

Motion made by John Fincham to accept the IGA with the City of Sandwich for the fence project and seconded by Eric Terlep.

ROLL CALL VOTE: Diane Scents, aye; Eric Terlep, aye; John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

Sandwich Freedom Days Grand Marshal vote:

The board had a choice of 2 names that were nominated for the Grand Marshal. After a vote by the board, Denise Curran will be the Grand Marshal if she accepts.

Annual Compensation Discussion/Approval:

Motion made by Theresa Jourdan to approve recommendation from the Finance & Personnel Committee for a 3% increase to all employees and to start on May 1st, seconded by John Fincham.

ROLL CALL VOTE: Eric Terlep, aye; John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion made by Theresa Jourdan to approve a one-time performance bonus, for worked performed during the lapse of Finance Manager, to the Executive Director & Office Manager in the amount of \$1,000 each, effective immediately, seconded by Shaun Legge.

ROLL CALL VOTE: John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye.

Harvey Creek Stewardship Bid Review and Approval:

We received proposals from Pizzo & Blue Stem. Pizzo's proposal was in the amount of \$9,295.00. Blue Stem's proposal was \$11,740.00. Board was not happy with Pizzo last year. They did not do the full burn that they were suppose to do. When Bill met with Blue Stem, they were very attentive about certain areas, pointed out areas that we knew where problems. Bill felt that they seemed to be very knowledgeable & passionate. They also offered to come out and train our staff with what should be done to help with the park. The board decided to go with Blue Stem for a 3-year contract.

Motion was made by Shaun Legge to accept the contract with Blue Stem and seconded by Theresa Jourdan.

ROLL CALL VOTE: Shaun Legge, aye; Theresa Jourdan, aye; Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye; John Fincham, aye.

6 ayes, 0 nays, 0 abstain

MOTION CARRIED

FY2024/2025 YTD Balances, Revenue & Expenses:

No extra comments above what was discussed at the finance meeting.

Draft Budget Review FY2025/2026:

No extra comments above what was discussed at the finance meeting.

2025 NRPA Conference:

Bill would like to continue this conference. He said that it is built into the budget. Bill asked if the board expected him to get it approved every year. Diane & Theresa mentioned that they didn't really need it approved, just keep them up to date with changes.

Softball Discussion:

A parent from our current softball league approached Bill about breaking off and starting a separate softball league to maybe be affiliated with Sandwich Boys Baseball. Bill said he mentioned to the parent that she would need to present a proposal to the board. Sandwich Boys Baseball did ask if there is a meeting with this parent, that they are notified, so they can attend the meeting as well.

Board Retreat Discussion:

The meeting that was supposed to be on April 26th. Dan called Bill and asked for it to be cancelled due to members not able to make it. Dan said he would like to do a weekday evening and shorten the agenda down. The Board decided to wait until the May meeting to decide when to have it.

Board Member Recognition:

This is Diane Scent's last meeting. The board wanted to recognize Diane for her 12 years of service. Bill & Shaun presented her with beautiful trophy/plaque.

AJOURN:

Motion made by Theresa Jourdan at 7:46 p.m. to adjourn, seconded by Eric Terlep.

ROLL CALL VOTE: Brad Knepper, aye; Diane Scents, aye; Eric Terlep, aye; John Fincham, aye; Shaun Legge, aye; Theresa Jourdan, aye.

6 ayes, 0 nays, 0 abstain

Respectfully submitted by Tes Isham - Finance Manager