

May 14, 2025

Sandwich Park District

6:30 p.m.

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, May 4, 2025 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 & Theresa Jourdan

Absent: Brad Knepper

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

Guests/public: None

PLEDGE OF ALLEGIANCE

OATH OF OFFICE OF ELECTED BOARD OF COMISSIONERS: Dan Hoyt, Theresa Jourdan & Eric Terlep were sworn in as Board of Commissioners.

MINUTES: Copies of the Board meeting minutes from April 9, 2025 were made available to all Board members.

A Motion was made by Theresa Jourdan to approve April 9, 2025 minutes and seconded by Eric Terlep.

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

4 ayes, 0 nays, 1 abstain

MOTION CARRIED

CORRESPONDENCE: A thank you note was received from Bob, Luetta, and The Sandwich Guard's thanking the Sandwich Park District Board for their continued support in hosting the Civil War Encampment weekend & dinner. Also received an email from a concerned resident from Yorkville about the partnership with the Library.

PUBLIC COMMENT: None

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

A motion was made by Theresa Jourdan to approve the Treasurer's report subject to audit and seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

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

A motion was made by Theresa Jourdan to approve the bills as presented in the amount of \$47,710.70 subject to audit and seconded by John Fincham.

ROLL CALL VOTE: Shaun Legge, aye; Theresa Jourdan, 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 the board.

Soccer has 1 more week, all has been going well. Window was vandalized on the concession stand. Bill replaced the window with a metal window that opens up, hoping to be more secure. The board discussed options to try to get more light in the area. Camps will be starting up soon. Denise Curran accepted to be the Grand Marshal for Sandwich Freedom Days. Bill discussed grants that SPD was approved for & rejected. Parks are very busy, has full staff on board now. Splash pad is getting set up. Waiting to hear from Midwest Concrete to get a re-quote for cracks. Tennis courts are also having big issues with cracks. Bill is going to start getting quotes for the tennis court repairs.

COMMITTEE REPORTS:

RECREATION: None

BUILDING & GROUNDS: None

FINANCE: None

CAPITAL DEVELOPMENT: None

RISK MANAGEMENT: None

LAW AND ORDER/SAFETY: None

PERSONNEL: None

UNFINISHED BUSINESS:

KNIGHTS WATER MITIGATION ISSUE – Bill showed the new plans from Engineering Enterprise for the drainage at Knights Park. Bill has started calling around for bids for the project but, warned the board that if the project is over \$25,000 it will have to go to bid, which will make the project take a lot longer.

VETERANS PARK FENCE UPDATE – Bill said that there is not much to update. The City street superintendent Nick, said he gave the fence company the ok and they put us on the schedule.

DRAFT BUDGET REVIEW FY 2025/2026 – Bill went over the drafted budget for each account with the board members.

NEW BUSINESS:

REORGANIZATION OF OFFICERS –

A motion was made by Shaun Legge to appoint Theresa Jourdan President Pro-Tem for reorganization of officer positions, seconded by Dan Hoyt.

ROLL CALL VOTE: Theresa Jourdan, aye; Dan Hoyt, aye; Eric Trelep, aye; John Fincham, aye; Shaun Legge, aye.

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

The President Pro-Tem asked for nominations for President.

Theresa Jourdan made a nomination that Dan Hoyt remain as President and was seconded by Shaun Legge.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

The meeting was turned over to President Day Hoyt.

Dan Hoyt asked for nominations for Vice-President.

Theresa Jourdan made a nomination that John Fincham take the roll of Vice-President and was seconded Shaun Legge.

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

5 ayes, 0 nays, 0 abstain

Dan Hoyt asked for nominations for Treasurer/Secretary.

Shaun Legge nominated Theresa Jourdan to remain as Treasurer/Secretary, seconded by Eric Terlep.

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

5 ayes, 0 nays, 0 abstain

COMMITTEE ASSIGNMENTS/ADOPT A PARK ASSIGNMENTS – A discussion of committee assignments took place and the following changes were made:

Committee Assignments:

Recreation: Theresa Jourdan – Chairman, Shaun Legge

Building & Grounds: No change

Finance: No Change

Personnel: No Change

A motion was made by Shaun Legge to approve the Committee assignment changes, seconded by Theresa Jourdan.

ROLL CALL VOTE: Shaun Legge, aye; Theresa Jourdan, aye; Dan Hoyt, aye; Eric Terlep, aye; John Fincham, aye,

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

Adopt a Park Assignments:

Board Member

Park

Dan Hoyt

Milestone, Westfield

Eric Terlep

Milestone, Memorial

John Fincham	Gletty, Patriot's
Shaun Legge	Harvey, Ernest
Theresa Jourdan	Memorial, Henderson
Brad Knepper	Knights, Veteran's

A motion was made by Theresa Jourdan to update the Adopt a Park as discussed, seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

FY 2024/2025 YTD BALANCES, REVENUES & EXPENSES – Bill went over all account ending balance, revenues & expenses with the board members.

FY 2024/2025 Proposed Budget Ordinance 2025-001/Public Hearing Date Set for June –

A motion was made by Theresa Jourdan to approve the tentative Budget Ordinance 2025-001 on display for 30 days, and public hearing date set for June 20th at 5:30 pm and seconded by Shaun Legge.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

COMPUTER REPLACEMENT APPROVAL, FINANCE MANAGER STATION –

A motion was made by Theresa Jourdan to approve the replacement of the Finance Manager computer for \$1,199.72 and to come out of the bond, seconded by John Fincham.

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

5 ayes, 0 nays, 0 abstain

MOTION CARRIED

AJOURN: Motion by Theresa Jourdan at 7:50 p.m. to adjourn seconded by John Fincham.

5 ayes, 0 nays, 0 abstain

Respectfully submitted by Tes Isham - Finance Manager

