

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, July 15, at 6:30 p.m. The meeting was called to order by President Dan Hoyt at 6:30 pm.

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

GUESTS/PUBLIC: Maria, Upland Design

PLEDGE OF ALLEGIANCE

MINUTES: Copies of the Board meeting minutes from June 10, 2026, were made available to all Board members.

Motion made by Melissa Walsh to approve June 10, 2026, minutes with noted corrections and seconded by Eric Terlep.

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

6 ayes, 0 nays, 1 abstain

MOTION CARRIED

Copies of the Special Board meeting minutes from June 22, 2026, were made available to all Board members.

Motion made by Eric Terlep to approve June 22, 2026, minutes with noted corrections and seconded by John Fincham.

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

6 ayes, 0 nays, 1 abstain

MOTION CARRIED

CORRESPONDENCE: None

PUBLIC COMMENT: None

TREASURER'S REPORT: A copy of the Treasurer's report for June 2026 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; Brad Knepper, aye; Melissa Walsh, aye; Theresa Jourdan, aye; Dan Hoyt, aye; Eric Terlep, aye.

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

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

Corporate:	\$34,972.99
Recreation:	\$16,288.63
Social Security:	\$ 2,223.53
IMRF:	\$ 1,463.08
2020 Bond-Capital Proj. Fund	\$34,360.47
2020 Bond-Debt Service Fund:	<u>\$ 1,363.30</u>
	\$90,672.00

Motion made by Shaun Legge to approve bills in the amount of \$90,672.00 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

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: summer camps in the final two weeks and going well; movie in the park is Minecraft; fall softball and soccer are fast approaching; 60th anniversary party coming up; will participate in National Night Out on August 4th; this weekend is the SBA tournament. Of note the SBA requested to use two fields at Milestone. Bill set parameters and SBA agreed to the terms.

Administration: Officially sent notice to current website company to terminate services; Shawn and Bill will attend the State Fair in Springfield representing the Sandwich Park District at the parks booth. The board requested a demonstration of the new website be provided at the next meeting.

Buildings & Grounds: splash pad recently went out of service again with computer issues and has been fixed; maintenance staff continue with mowing and trimming; painting projects to be started in the coming weeks.

COMMITTEE REPORTS:

Recreation: None

Building & Grounds: None

Finance: None

Capital Development: None

Risk Management: The committee has not met but Bill reported two recent incidents. The first incident was when a child fell on the playground, hitting their face. Mom was called and child was taken to the hospital. Child had broken nose, required sutures and surgery. Child is doing well and the Park District sent a care package. The second incident was reported to the city, and the email was

forwarded to the Park District as information. During the Freedom Days parade, a participant stepped into a pothole and broke their toe.

Law and Order/Safety: None

Personnel: None

UNFINISHED BUSINESS:

Master Plan Update: Maria from Upland Design presented the draft Master Plan. 63 people completed the community survey. Eight people attended the forum. Of the responses received, 31% have lived here more than 20 years. 56% of the survey respondents reported being satisfied with the Park District. Concerns expressed: need for more basketball courts, lack of shade at the dog park, more walking paths, update playground at Knights Park; upkeep at Patriots Park; offer programs like sports leagues, special events and teen events. The Sandwich Park District currently manages 75.25 acres of park/land. The average is 10.3 acres/1,000 residents. The population of Sandwich is 7,299. Discussed differences between neighborhood, mini and community parks. Presented Sandwich Park District's current amenity analysis: 8 playgrounds, 10 shelters, 1 skate park, 12 ball fields, 4 basketball courts, 4 tennis courts, 1 volleyball court and 4 soccer fields. Recommendations ranked low, medium, and high for each park were provided. The total cost to do all of the recommended amenities between 2026 – 2032 would cost \$3,274,000.00. The board will continue to discuss and prioritize updates/additions over the next several years. Noted that the Park District plans to apply for an OSLAD grant to help cover some of the cost. They will apply for other grants as they come available.

2026 Bond Discussion: As requested by the Board, Speer Financial sent a proposal for a 5-year bond issuance. The Board is recommending going with a 5-year bond. This will be voted on at the next regular meeting.

Recreation Manager Update: Kim Bourke started two weeks ago. She is a resident of Sandwich and developed the after-school program at a local church. She is doing a great job and is very organized.

Dog Park Discussion: Quote to upgrade the fence at the dog park was presented. Noted that the electronics are a separate quote and will be presented at a future meeting.

Motion made by Eric Terlep to approve the bid from Ideal Fence to update/heighten the fencing, reorient the gate and install a handle in the amount of \$1,890.00 to be taken out of the bond; seconded by John Fincham.

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

NEW BUSINESS:

Seal Coating Quote Review:

Motion made by Shaun Legge to approve the bid from Brown Sealcoating to sealcoat and crack fill the basketball court and parking lot at Knights Park in the amount of \$4,275.00 to be taken out of the Paving and Lighting fund; seconded by Brad Knepper.

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

Motion made by Eric Terlep to approve the bid from Brown Sealcoating to sealcoat and crack fill the parking at Memorial Park in the amount of \$6,250.00 to be taken out of the Paving and Lighting fund; seconded by Shaun Legge.

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

Preschool Discussion: The State of Illinois passed legislation, effective July 1, 2026, requiring preschools to be licensed by the State. Preschools through Park Districts do not have to be licensed, however, they cannot label the program as a preschool. Sandwich Park District is not licensed through the State so Bill has removed “preschool” from all programming and computer applications to reflect the change. Also, a letter has to be sent to the parents indicating the changes to the name of the program. We currently meet the other State requirements. Also discussed the low enrollment of the Sandwich Park District program. Currently there are 12 participants registered for the morning sessions and four participants for the afternoon sessions. The Board discussed four attendees for the program is not financially responsible and recommend the four be moved to the morning sessions and no afternoon sessions offered unless there are at least 10 enrollees. We feel enrollment is decreasing since the school district offers free preschool programs and the Park District charges a fee.

Custodial Duties Discussion: The custodian resigned effective July 24, 2026. Prior to posting the position, Bill would like to investigate outsourcing this role. Further information is to be provided at the next regular meeting. Maintenance staff will temporarily complete the custodial tasks until a decision is made.

Tennis Court Fence Update Review: The quote from Ideal Fence was reviewed. It is recommended that we go with the galvanized material to avoid participant injury. Also recommend getting the quote updated to include a bottom rail. Noted that approval of this quote requires knowing the balance of the current bond. Tabled until next regular meeting.

Capital Plan Contingency Priority Plan Review: It is recommended that the Board review the capital plan and have contingencies in place related to funds received from the next bond and whether or not we receive any grants. Special meetings will be set up to discuss further.

60th Anniversary Celebration: The Sandwich Park District’s 60th Anniversary party is scheduled for August 15, 2026, 4:00 pm – 7:00 pm at Milestone Park. Three staff members are not available to assist with all of the programming. Bill will send an email to the Board to sign up to assist in various areas as needed. Games, music, food, giveaways are planned for the festivities.

EXECUTIVE SESSION- Motion made by Shaun Legge at 9:04 p.m. to enter 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, seconded by John Fincham.

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

7 ayes, 0 nays, 0 abstain

MOTION CARRIED

Motion made by Melissa Walsh at 9:11 p.m. to exit Executive Session: 5 ILCS 120/2, seconded by Shaun Legge.

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

Motion made by Shaun Legge to release & hold minutes listed below, seconded by Brad Knepper.

June 12, 2024 – Hold

October 9, 2024 – Release

July 9, 2025 – Hold

January 14, 2026 – Release

September 10, 2025 – Hold

April 2, 2026, A – Release

April 8, 2026 – Hold

April 2, 2026, B – Release

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

ADJOURN: Motion by Shaun Legge at 9:12 p.m. to adjourn, seconded by Eric Terlep.

7 ayes, 0 nays

Respectfully submitted by Theresa Jourdan, Secretary/Treasurer

The next regular Board meeting will be August 12, 2026, at 6:30 p.m.