

Belvidere Township Park District
Board Meeting
April 13, 2021

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:00 p.m. Roll call was taken. Those present were Mary Marquardt, Paul McCaffrey, Jean Twyning and Mark Muccianti. Sam An arrived at 5:05 p.m. Also present were Kim Kirkpatrick, Rick Wulbecker and Debbie Kent.

Meeting Agenda

Paul McCaffrey made a motion to approve the April 13, 2021 meeting agenda, seconded by Jean Twyning. A voice vote was taken with Paul McCaffrey, Jean Twyning and Mark Muccianti voting yes. Mary Marquardt voted no. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the March 23, 2021 meeting minutes, seconded by Mary Marquardt. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing park district cash balances as of March 31, 2021. There were no additions to the report.

Bills for Payment

Mary Marquardt made a motion to approve the bills for payment for March 1 to March 31, 2021, seconded by Jean Twyning. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

Jean Twyning commented that Todd Bex had assisted with a project at the middle school.

Mark Muccianti commented there was a posting on Facebook regarding trash at Prairie Fields, and a reply that it had been a nice weekend and the park was being utilized.

Public Input

Sally Bennett, Barbara Volk, and Amy Grafton were present. They were not there to address the board, but just to listen and observe.

Director's Report

Mark Pentecost was absent.

April 13, 2021

Page 2

Superintendent of Parks Report

Todd Bex was absent.

Superintendent of Recreation Report

Rick Wulbecker commented that the outside pickleball nets have been put up.

Ellis Management Group has been contracted to manage William Grady Pool this summer. They are responsible for hiring of lifeguards, supervisors, and managers. The rate of pay starts at \$16.00 an hour.

The district is responsible for the maintenance of the pool and the front counter staff. Hiring has been challenging across the board for the district.

Superintendent of Human Resources

Kim Kirkpatrick has posted all summer positions on our website. As staff is hired, Kim will schedule the orientations.

Kim is working with John Beachum to put together a quarterly employee newsletter. Jean Twyning commented that the April Newsletter looked nice.

Superintendent of Administrative Services

Debbie Kent had no additional items to report.

Purchase of 2021 Case TV450B Skid Steer

Todd Bex was absent.

Mark Muccianti expressed concerns that the bid did not match the Project/Purchase Communication Log that was submitted to the board. Until there is clarification on this item, it was suggested that the item be tabled.

Paul McCaffrey made a motion to table the purchase of a 2021 Case TV450B Skid Steer, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Purchase of NuToys Lunar Blast Climber and Global Motion

Staff received a quote from NuToys for the purchase of two freestanding play structures including a Lunar Blast Climber and global motion. This will be added to the swing area at Doty Park.

Paul McCaffrey expressed concerns that only 1 bid was received and asked if anyone else makes this or a similar piece of equipment.

Mark Muccianti stated that even though NuToys was the provider of choice, staff did not provide additional options.

April 13, 2021

Page 3

Todd Bex was not present to answer questions.

Mary Marquardt made a motion to table the purchase of NuToys Lunar Blast and Global Motion, seconded by Paul McCaffrey. A roll call vote was taken, and Mary Marquardt voted no. Paul McCaffrey, Sam An, Jean Twyning and Mark Muccianti voted yes. Motion carried.

Purchasing Policy

At the March 23, 2021 board meeting, the board took action to purchase one 2021 Ram 1500 regular cab through the Illinois Joint Procurement Program. It was a unanimous yes vote.

Following that meeting Mark Muccianti e-mailed Mark Pentecost and asked if staff had requested a quote from the local dealership (Kunes). Staff had not requested a quote from Kunes because the State has already done the bidding process and the program allows local government agencies to get the best price.

Todd Bex did go to Kunes and ask them for a quote with the same specifications for a personal vehicle. He was asked if this was for personal use or for the park district. Kunes will not be providing a quote as they felt it was a waste of their time since we had already purchased the truck through the State and had no intentions of buying a truck from them.

Mark Muccianti asked that the Purchasing Policy be on the agenda for revision to include language that would require local bids when possible.

Paul McCaffrey made a motion to add the language "all bids must have a request for a local bid, when possible, and accept the lowest bid according to state statute", seconded by Sam An. A roll call vote was taken with Paul McCaffrey, Sam An, and Mark Muccianti voting yes. Mary Marquardt and Jean Twyning voted no. Motion carried.

This language will replace the sentence that reads "Local vendors and merchants will receive priority, if possible, where prices and quality are competitive (within 5% of low bid with similar product)".

Revise Hiring Procedures

With the announcement that Rick Wulbecker, Superintendent of Recreation would be retiring on June 25, 2021, Mark Muccianti wanted to prompt the discussion regarding the board's involvement with the hiring procedures.

Mark would like the board to review the position and job descriptions when considering hiring for key positions such as Superintendents and the Executive Director or backfill. The board would have a discussion of rehiring or make modifications if needed.

Kim Kirkpatrick, Superintendent of Human Resources, will bring back a policy that reflects this request for board approval.

Jean Twyning made a motion to table the hiring procedures, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

April 13, 2021

Page 4

Office Sign-In Book

Mark Muccianti is requesting the administration office sign-in book be brought to each board meeting. The intention is to disclose who visits the office.

There was no action taken and this item will be taken off the agenda.

Guidelines for Public Participation at Board Meetings Policy #131

The district's current policy allows for public participation and encourages advanced arrangement be made by contacting the Executive Director. Persons who have not made advanced arrangements must, prior to the meeting, complete a "meeting guest attendance record card and will be granted 5 minutes and no more than 15 minutes will be allocated for public input.

Mark Muccianti would like for language to be added in the ordinance that at the boards discretion the time can be extended and not restrict individuals to 15 minutes.

Mary Marquardt suggested revising the guest attendance record form to reflect the time frames.

2021 Case TV450B Skid Steer

Paul McCaffrey made a motion to take the purchase of one 2021 Case TV450B Skid Steer off the table, seconded by Mary Marquardt.

Kim Kirkpatrick was able to reach Todd Bex by phone to get an explanation as to why the bid for the skid steer did not match the project/communication log. The reason is the 2020 demonstrator had already sold.

Mary Marquardt made a motion to approve the purchase of one 2021 Case TV450B Skid Steer for the purchase price of \$40,875.00, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Executive Session

At 7:00 p.m. Paul McCaffrey made a motion to go into Executive Session under Section 2(C)(21) of the Open Meetings Act for the discussion of prior meetings lawfully closed, for the purpose of review, approval or release of such minutes and Section 2(C)(1) for the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

At 8:59 p.m. regular session reconvened. Roll call was taken. Those present were Sam An, Paul McCaffrey, Mary Marquardt, Jean Twyning and Mark Muccianti.

April 13, 2021

Page 5

A motion was made by Paul McCaffrey for President of the Board, Mark Muccianti, to meet with Executive Director Mark Pentecost and present a corrected document discussed in executive session. Corrections involve the last sentence of the third paragraph by replacing “will” with “may” and to exclude the word “immediate” and modify the dates to the current date of the discussion. Meeting to be held by Friday, April 16th. Mark Pentecost will be presented with a copy of the letter from Attorney Mike Scheurich as well as the comments provided by Commissioner Paul McCaffrey. Sam An seconded the motion.

Roll call was performed with Paul McCaffrey and Sam An voting “yes”, Mary Marquart and Jean Twyning voting “no”. Mark Muccianti voted “yes”, and the motion passed with a 3-2 vote.

Open session was adjourned at 9:00pm. A voice vote was taken with all Commissioners voting yes.

Submitted by
Debbie Kent
Mark Muccianti