

Belvidere Township Park District
Board Meeting
April 14, 2020

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:07 p.m. Those present were Jean Twyning (via phone), Paul McCaffrey (via phone), Mark Muccianti (via phone) and Mary Marquardt. Sam An (via phone) joined the meeting at 5:35 p.m. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the April 14, 2020 meeting agenda, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the March 10, 2020 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to approve the March 24, 2020 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing March income and park district cash balances as of March 31, 2020. The revenue for Third Base was for the first two weeks of March before the schools shut down.

Bills for Payment

There was discussion of the payment to Johnson Tractor. Mark Muccianti expressed his concern that this expenditure violates our policy on purchasing according to the invoice date. According to the invoice date, this expenditure was initiated prior to the approval of the Appropriation Bill and Ordinance on March 24, 2020. Todd Bex and Mark Pentecost will look at the purchase order and invoice to determine the timing.

The purchase to Nite Equipment was for a trailer to transport the district mowers.

Jean Twyning made a motion to approve the bills for March 2020, seconded by Mark Muccianti. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

There was no board correspondence received.

Public Input

There was no one present for public input.

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Director's Report

Mark Pentecost has had conversations with JEO on the aquatics needs assessment project. With the social distancing and stay at home order in place, they are working on how to start committee meetings.

Mark has condensed the Executive Director Evaluation Form and e-mailed it to each commissioner individually.

The Appropriate Bill and Ordinance has been filed with the County. There was no opposition to our filing.

Mark has talked with the County regarding Impact Fees. There appears to be some confusion on how the money is being collected.

Mark will be having a conference call with park district in the northwest area to discuss the impact of Covid-19 and how park districts are handling closures of parks, facilities, playgrounds, courts, concerts, etc. There has been no petitioning from Illinois Association of Park Districts to reopen that Mark is aware of.

There was discussion of the opening of William Grady Pool. A contract has been signed with Jeff Ellis Management (JEM) to manage and hire the lifeguards for the 2020 season. The district will need to set a date to make the determination as to if the pool will open. That should be done as soon as possible before the district spends time and money to prepare the pool for opening. If the decision is made to not open the pool, the district would only be obligated to pay JEM for expenses they have incurred to date. Commissioner McCaffrey and Commissioner Muccianti supported having a meeting on April 28, 2020 to discuss the closure of the pool for 2020. Commissioner Muccianti asked if the district could staff the pool. Mark Pentecost explained that we are past deadlines to hire and train staff appropriately.

Superintendent of Parks Report

Todd Bex reported that the State released 250 rainbow trout in the millrace on March 26th. There have been a lot of patrons fishing.

Todd will be preparing request for proposals (RFP) for professional services for the development of Winterroth Park. He will put together a list of candidates.

Commissioner Marquardt asked that staff post signs "No ATV's" at the Bracken property.

Staff is working with IMEG on drawings for the commissioner grove. They will keep the "campus theme" in mind.

Superintendent of Recreation Report

Rick Wulbecker informed the board that Recreation staff are working from home. They have access to their personal files and are working on information for the Fall Go Guide.

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Commissioner McCaffrey commented on the positive feedback he has heard regarding the Virtual Recreation activities and information that is available on the park district's website as well as the Zoom sessions provided by Sean Cramer.

Superintendent of Human Resource Report

Kim Kirkpatrick had no additions to her report

Superintendent of Administrative Services

Debbie Kent commented that the district's audit has been postponed due to the Covid-19. The in-house field work will be rescheduled once the "social distancing" and "stay at home" restrictions are lifted.

Tabled: Election of Officers

There was no motion to remove this item from the table.

Doty Park Redevelopment Project

The district received six bids for the Doty Park Redevelopment project. The low bid came in at \$346,980.00 for the base bid. The base bid was primarily for the path system and parking along the entrance drive. Bid Alternate 1 was for asphaltting the parking lot recently acquired off Locust Street and Bid Alternate 2 was for additional lighting along areas of the new path.

There was \$250,000.00 budgeted for the project with the intent to be able to complete the base bid and possibly Alternate 2.

With the bids coming in over budget, staff is recommending that the board reject the bids and ask the contractors to resubmit new bids focusing only on priority areas of the base bid, including 2 alternates; 1) being the eastern path entrance and 2) being the path lighting.

There was discussion on the Appropriation Bill and Ordinance and reallocating funds. Mark explained that funds in the Corporate Fund can be used for Capital Improvement projects, but funds in the Recreation Fund cannot be reallocated. The pool income and expenses come out of the Recreation Fund. In the event the pool did not open, the funds could not be reappropriated. However, under the Tax Cap laws, we could reappropriate the Appropriation Bill and Ordinance. The district would have to conduct a public hearing and have the document available to the public for 30 days.

Mark will provide the board with a quarterly financial report showing the financial impact for March (partial), April and May. He is waiting for the governor's decision to see if the "stay at home" is extended.

Jean Twyning made a motion to reject all bids submitted for the Doty Park Redevelopment Project based on the lack of funds, additionally approve reworking the scope of the project and rebidding to include priority development of the western portion of Doty Park plus the Eastern path entrance as Alternate 1, within the budgeted means, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

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Executive Session

At 6:10 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meetings Act for the purpose of discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district, including testimony on a complaint lodged against an employee to determine its validity, seconded by Paul McCaffrey. A roll call vote was taken with Jean Twyning, Paul McCaffrey, Sam An and Mary Marquardt voting yes. Mark Muccianti abstained. Motion carried.

At 6:14 p.m. regular session reconvened. Those present were Jean Twyning, Paul McCaffrey, Mark Muccianti, Sam An and Mary Marquardt. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

There was no action taken as a result of Executive Session.

There being no further business, the meeting adjourned at 6: 15 p.m.

Submitted by
Debbie Kent