

Belvidere Township Park District
Board Meeting
April 28, 2020

Meeting Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:13 p.m. via a Zoom Session. Roll call was taken. Those present were Mark Muccianti, Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the April 28, 2020 meeting agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes April 14, 2020

There was a correction on Page 2 under the Director's Report in the last paragraph. The sentence should read: Commissioner McCaffrey and Commissioner Muccianti supported having a meeting on April 28, 2020 to discuss the closure of the pool for 2020.

On page 3 under the Doty Park Redevelopment Project discussion, the last paragraph should read: 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.

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

Board Correspondence

There was no board correspondence received.

Public Input

The board meeting was held via Zoom. There was no public input.

Director's Report

Mark Pentecost reported that Sundstrand Park was officially in the possession of the Parks and Conservation Foundation. As an officer of the Foundation, Mark was able to sign the Real Estate Transfer Declaration as well as the Noncash Charitable Contribution required for the closing.

The Executive Director Evaluation Form was finalized and sent out to commissioners for their review. There were no comments or questions.

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Mark shared that the district has had an estimated loss in revenue of \$187,500.00 from March 16 – May 31, 2020. The payroll reduction during that time is approximately \$102,500.00.

Staff is working to determine how the district can still provide summer programming even amid the Covid-19 pandemic. There was discussion of offering virtual programs. Mark expects to have a plan by May 12, 2020.

Effective May 1, 2020 the State has ordered that masks be worn while in public places. It was suggested that we put up new signs that would include the requirement of wearing masks while utilizing our parks and paths.

Superintendent of Recreation Report

Rick Wulbecker provided the board with a report on the REC@HOME digital portal for family fun, fitness and activities offered to our residents during the Stay at Home order.

Tabled: Election of Officers for May 2020 to April 2021

Sam An made a motion to remove the Election of Officers from the table, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Commissioner An made a motion to nominate Paul McCaffrey as Board President. Paul McCaffrey stated he wanted to know if Mark Muccianti had decided to accept the nomination as Board President that was made on February 25, 2020. At that time, Mark Muccianti asked for some time to think about it. Mark Muccianti commented he would make a decision by the May 12, 2020 board meeting.

Motion failed due to the lack of a second.

Paul McCaffrey made a motion to table the Election of Officers, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Pool Operations for 2020

Staff believes that if the board makes a decision by May 12, 2020 to open the pool, they could prepare the pool to open with a delayed opening date of June 12, 2020. We would open on a “come ready to swim” premise because there would be no locker rooms for changing.

Purchasing Policy Discussion

Mark Pentecost wanted to have a discussion of the district’s Purchasing Policy #166 and asked the board for guidance on how to revise our policy to meet the concerns of the board as a whole. He provided the board with purchasing policies from Champaign County Forest Preserve District, Warrenville Park District and Mt. Prospect Park District as examples.

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When purchasing vehicles, staff has gone through the State Procurement Program. They have already gone through the bidding process to get the best price. It was suggested that we still give our local businesses the opportunity to bid.

The board was okay with our policy if staff is spending within their thresholds. Going forward if there is an item over \$25,000.00 it must be presented to the board in a memo with a recommendation for board approval.

Staff is looking into purchasing the Purchase Order module of the district's financial package. Using purchase orders would offer an additional step for authorization to maintain the staffs level of purchasing.

Executive Session

At 6:23 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meetings Act for the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district, including hearing testimony on a complaint lodged against an employee to determine its validity, additionally Section 2(C)(21) for the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

At 6:59 p.m. regular session reconvened. Roll call was taken. Those present via phone were Sam An, Paul McCaffrey, Mark Muccianti, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Jean Twyning made a motion to approve and release the Executive Session minutes from October 22, 2019; approve and not release the Executive Session minutes from December 10, 2019, January 14, 2020 and February 11, 2020; and direct staff to destroy all recordings of Executive Session from May 22, 2018 to September 11, 2018, seconded by Paul McCaffrey. A roll call vote was taken with all Jean Twyning, Paul McCaffrey, Mark Muccianti and Mary Marquardt voting yes. Sam An had left the meeting. Motion carried.

There being no further business the meeting adjourned at 7:00 p.m.

Submitted by
Debbie Kent

