

Belvidere Township Park District  
Board Meeting  
May 12, 2020

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order via Zoom at 5:03 p.m. Roll call was taken. Those present were Sam An, Mark Muccianti, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick, Leilani Schultz, Paul Ollmann and Debbie Kent. Attorney Mike Scheurich joined the meeting via Zoom at 5:20 p.m.

Meeting Agenda

Jean Twyning made a motion to approve the May 12, 2020 meeting agenda, seconded by Mark Muccianti. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

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

Financial Report

Debbie Kent provided a financial report showing April income and park district cash balances as of April 30, 2020. With programs being cancelled and facilities being closed, income was minimal. There was one customer that registered for summer camp and one customer paid for the 2020/2021 Preschool program. Income for Doty Park was from Fury Hockey for ice rink rental.

Bills for Payment

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

Superintendent of Parks Report

Todd Bex mentioned he is waiting for the legal description from the deed for the boundary survey at Glenn Green to be finished.

Superintendent of Recreation Report

Rick Wulbecker informed the board that Marketing Manager, John Beachum, sent out a survey yesterday using Facebook, our website and Rec Connect to get feedback on reopening park district facilities and resuming programming.

Question 1: What is the most important consideration for you, your family to return to the Belvidere Park District facilities and programs?

May 12, 2020

Page 2

Question 2: What are you looking for as the Belvidere Park District re-opens its facilities and resumes programming?

Rick has challenged the recreation staff to offer virtual programs for the summer. Some would be offer at no cost and others would have a minimal fee.

Sean Cramer, Special Recreation Supervisor, has been offering virtual programming and has received a very positive feedback. May was a very active month with participant engagements.

The Boone County Arts Council "Concerts in the Park" is to begin June 7, 2020. Commissioner Twyning asked if they should cancel or try and hold some of the concerts. The main concern would be social distancing for the audience as well as the performers. This is a decision that the Boone County Arts Council would have to make.

#### Superintendent of Human Resources Report

Kim Kirkpatrick had no additions to her report.

#### Superintendent of Administrative Services

Lucas Group will start the 2019 audit the week of June 8, 2020. They will do most of the work from their office then come out to do any onsite items and sight documentation the week of June 15<sup>th</sup>. The due date for the State is the end of June. Lucas Group is going to file for an automatic 60-day extension to play it safe.

#### Director's Report

Mark Pentecost met with Brent Anderson, Director of Public Works with the City of Belvidere on May 7<sup>th</sup> to discuss the force main project under Hickory Bills Island. The park district granted them a utility easement for this project last year. Brent called the meeting to discuss an issue that has come up and a proposed course of action to remedy the problem. Mark wanted the board to be aware that there will be a very large and deep hole in Hickory Bills and an 8' section of the path will need to be removed for them to complete the project. Mark has asked them for a temporary cross walk on Appleton Road so that the path connection from Belvidere Park and Spencer Park can remain open.

Staff did a zoom session with Smart Fusion to see how the Purchase Order Module works and if it would be a benefit to the district. Staff is going to move forward with this purchase.

Paul Ollmann and Leilani Schultz provided a progress report on the Baltic Mill Feasibility Study. Due to the Covid 19 they are running most of their meeting via Team, GoToMeeting and Zoom and find useful to keep the project moving, but collaboration, innovation and exchange of thoughts are affected by the lack of normal interactions. Paul asked the board if they wanted Paul and Leilani to continue with the electronic meetings or wait until they can meet in person.

The board agreed for them to wait to get better results and more participation.

Paul Ollmann and Leilani Schultz left the zoom session.

May 12, 2020

Page 3

### Election of Officers

Jean Twyning made a motion to remove the Election of Officers from the table, seconded by Mark Muccianti. A voice vote was taken with all voting yes. Motion carried.

Mary Marquardt stepped down from the chair for the election of officers. Mark Pentecost conducted the election of officers.

Sam An made a motion to postpone the election of officers to the next meeting. Motion failed due to the lack of a second.

Paul McCaffrey made a motion to nominate Mark Muccianti as President, seconded by Mark Muccianti. A roll call vote was taken. Paul McCaffrey, Mark Muccianti, Jean Twyning voted yes. Sam An abstained. Mary Marquardt voted no. Motion carried.

Mary Marquardt made a motion to nominate Jean Twyning as Vice-President, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Mary Marquardt made a motion to nominate Paul McCaffrey as Treasurer, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Paul McCaffrey made a motion to nominate Sam An as Secretary. Motion failed due to lack of a second.

Paul McCaffrey made a motion to nominate Mary Marquardt as Secretary. A roll call vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to nominate Debbie Kent as Assistant Secretary, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

### Approval of Doty Park Redevelopment Project

The primary scope of work is to redevelop the western portion of Doty Park. This will include completing the path loop, sidewalk to the Sprayground, removing the berm and install a path to Locust Street, adding 15 angular parking spaces and completing the path by the Swift house connecting to the Boone County Shopper.

Jean Twyning made a motion to award the Doty Park Redevelopment Project to Northern Illinois Services for the bid amount of \$229,597.00, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

### Purchasing Policy #166

Kim Kirkpatrick provided the board with a revised purchasing policy to include: Board approval is required for any items over \$25,000.00 and must be presented in the form of a memo with a recommendation for

May 12, 2020

Page 4

approval. Exceptions include reoccurring expenses such as utilities, bonds, insurance premiums and contractual obligations.

The paragraph reading: Purchasing limits are based on item, project, service, or program. Purchasing beyond the stated amount requires approval by the Executive Director. Purchase Limits Exclude: reoccurring scheduled expenses, debt services, or contractual obligations.

There was discussion on contractual obligations and the board agreed to remove "contractual obligations" in both paragraphs.

Paul McCaffrey made a motion to approve the amendments, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to approve Policy #166 as amended, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

#### 2020 Summer Operations

Mark Pentecost wanted to give the board an update on 2020 summer operations. It is staff's recommendation not to open the William Grady Pool to the public due to the Covid 19. Because of the age of the pool, staff feels it is important to fill the pool and make sure mechanically everything is working instead of letting it set dormant for a year. Once everything is tested, staff will drain the pool. The district signed an agreement with Jeff Ellis Management to run and staff the pool for 2020. They have agreed to waive all expenses for 2020 if we agree to renew the contract in 2021.

Mark Pentecost and Rick Wulbecker are looking at reappropriating the job duties for some of the recreation staff and keeping 1-2 employees to offer a different version of recreation via virtual programming. Staff will have the option of accepting these new job duties or will be laid off.

The Sprayground will be open to the public and the water feature activation will be put on timers to automatically come on every 1-2 minutes.

To be financially responsible, Mark is proposing to reappropriate funds in the levy ordinance. This would require a 30-day review for the public and holding a public hearing.

#### Executive Session

At 6:54 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, 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, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

May 12, 2020

Page 5

At 8:17 p.m. regular session reconvened. Roll call was taken. Those present were Sam An, Mark Muccianti, Jean Twyning, Paul McCaffrey and Mary Marquardt. Also present were Mark Pentecost, Debbie Kent and Attorney Scheurich.

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

At 8:18 p.m. the meeting adjourned.

Submitted by  
Debbie Kent

