

Belvidere Township Park District
Board Meeting
June 9, 2020

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:08 p.m. via Zoom. Those present were Jean Twyning, Mary Marquardt, Paul McCaffrey and Mark Muccianti. Sam An joined the meeting at 5:16 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 June 9, 2020 meeting agenda, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the May 26, 2020 meeting minutes, seconded by Mary Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided the board with a financial report showing May 2020 income and park district cash balances as of May 31, 2020. The district received their first tax distribution in the amount of \$924,981.23.

Bills for Payment

Jean Twyning made a motion to approve the bills for payment for May 2020, seconded by Mary Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Director's Report

Mark Pentecost attended a webinar with IAPD on June 4, 2020 to get clarification on the impact of the Open Meetings Act as it is related to Executive Order 2020-7 and Senate Bill 2135. He summarized the 10 requirements that must be met.

The board agreed to conduct the June 23, 2020 board meeting via Zoom then start meeting in person for the July 14, 2020 board meeting.

Peter Murphy, IAPD Attorney, has three dates available for the Board Self-Evaluation Process. The commissioners agreed on the September 22, 2020 date. There will be information provided prior to the meeting.

Superintendent of Parks Report

Todd Bex commented that Northern Illinois Services has started work on the Doty Park Redevelopment project. The City is providing 13 trees for the project.

The city project at Hickory Bills is underway. The contractor doing the excavation is waiting for a bigger pump.

IMEG is waiting for the county to provide them with the State Route 20 right of way to complete the legal description for the Glenn Green survey. The preliminary survey shows changes at the west side of the property. It looks as if we have gained a little property since the 2007 survey where the Beaver Creek has changed course.

The grand opening for Sundstrand Park will be kept on a small scale. The grand opening is scheduled for June 17, 2020 at 1:00 p.m.

Commissioner Marquardt expressed her concerns of citizens being on the dam and in the river. Todd will ask Security Professionals, the police service the district uses, to monitor this activity and enforce our ordinances. Todd is looking at putting large stones on the sandy beach area to make access to the river harder.

Superintendent of Recreation Report

Rick Wulbecker informed the board that the focus of the recreation staff has been on the production of the Summer Go Guide 2.0. Registration will begin on Monday, June 8th.

Commissioner Twyning commented on the "Up in the Air" event scheduled for Saturday, September 12, 2020. The YMCA is having a bike ride that day and suggested that the park district offer the Up in the Air as an official stop for participants.

Superintendent of Human Resources Report

Kim Kirkpatrick informed the board that some of the employees that were laid off have been contacted to return to work. They have 48 business hours to respond.

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Superintendent of Administrative Services Report

Debbie Kent commented on the refunds that are being processed. They vary from Preschool, Third Base and New Horizons.

Mark Muccianti-President Notes

President Muccianti put together some notes to share with the board on his expectations for board meetings, agendas and communication. 1) Structure is needed to help the team be prepared and get to final action more quickly. His goal is to have 1 – 1 ½ hour board meetings. 2) Meeting Agenda will be set during the current meeting for the next upcoming meeting. 3) The bills list is to be reviewed prior to board meetings and get questions answered prior to the meeting. 4) It has been requested that Mark Pentecost put together a list of items that impact the commissioners for the calendar year. Examples: budget due dates, election of officers, tax levy. 5) Robert's Rules: Mark took a course on Robert's Rules and would like to introduce procedures that will improve the meeting. Example: Providing commissioners time to speak without interruption, setting time limits in which a topic is to be discussed. 6) Communication: Even though there are limitations and some restrictions that must be followed, we can utilize technology for shared documents, e-mail, etc. Communication and transparency are a must. If there is an item to be discussed, Mark asked that the board and staff consider two things...plan and explain why. When people understand the "why" it become easier to discuss.

Next Meeting Agenda

Mark Muccianti received an e-mail from Commissioner An with two items he asked to be on the meeting agenda. The first item is to establish term limits for board members and the second item is open communication and transparency between commissioners and staff. Commissioner An explained why he requested these two items to be on the next agenda.

Commissioner Twyning asked that Consistency in Programming for outdoor facilities be added for discussion. This is to discuss the future of programming and doing more with what we have now.

Public Input

Jacob Caltagerone joined the meeting via Zoom. He wanted to know the proper procedures for filing a complaint. Jacob wants to address the board as to the way his termination was handled, handling of discipline, how staff was treated and board member conduct. All complaints must go through the Executive Director.

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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 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 Mary Marquardt. A roll call vote was taken with all voting yes. Motion carried.

At 7:32 regular session reconvened via Zoom. Roll call was taken. Those present were Jean Twyning, Mary Marquardt, Sam An, Paul McCaffrey and Mark Muccianti. Also present were Mark Pentecost and Debbie Kent.

Jean Twyning made a motion to adopt the Executive Director's contract as amended in Executive Session, also striking the signature of the Vice-President and adding the signature of the Secretary, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

There being no further business the meeting adjourned at 7:36 p.m.

Submitted by
Debbie Kent