

Belvidere Township Park District  
Board Meeting  
June 22, 2021

Minutes

The Belvidere Township Board of Commissioners board meeting was called to order at 5:07 p.m. Roll call was taken. Those present were Mary Marquardt, Jean Twyning, Amy Grafton, and Daniel Noble. Sam An was absent. Those also present were Melissa Merkel, Kim Kirkpatrick, Rick Wulbecker, Todd Bex and Attorney McGirk.

Meeting Agenda

Jean Twyning asked to have a discussion of the boot camp and an update of the Executive Director's Termination. Daniel Noble said the boot camp would be put on the next meeting agenda and Daniel Noble said an update of the Executive Director's Termination would be addressed on an agenda item later in this meeting.

Jean Twyning made a motion to approve the June 22, 2021 meeting agenda, seconded by Amy Grafton. A roll call vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the May 11, 2021 meeting minutes. There was not second. Motion failed.

Jean Twyning made a motion to approve the May 25, 2021 meeting minutes. There was not second. Motion failed.

Amy Grafton made a motion to approve the June 8, 2021 meeting minutes, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

Board Correspondence

Jean Twyning stated she received a phone call from Jeff Carlisle on the County Board, but she will address it later.

Public Input

None at this time

Staff Reports

Todd Bex stated he was asked to give the report on the status to date on the pool and Daniel Noble asked him to wait until agenda item I.

Kim Kirkpatrick stated she had no additions to her report.

Unfinished Business

None at this time

New Business

a. Discussion and Action on hiring an interim director

Kim Kirkpatrick stated she put in Dropbox the flyer from IAPD. Kim Kirkpatrick also presented some Executive Director Discussion points for the board to consider before talking to a potential interim director. Jean Twyning stated some key points she felt required an ED: pool study, staff questions and staff meetings, PDRMA relationship, budget, taxes, levy, and communications with legal counsel. Acquisitions, master plans, school relations, and the Baltic Mill study were also areas in which Jean felt an ED was required.

Amy Grafton asked Kim Kirkpatrick how the process works of hiring an interim director. Kim stated that she spoke with a gentleman from Joliet who just got done with an interim position at another Park District. The gentleman suggested that the board have the answer to some of the Key Discussion Points Kim Kirkpatrick presented to the board be answered before an interim would decide if they would be interested in coming to work at the Belvidere Township Park District. There was a discussion on what the board would like out of an interim director and if the interim would require a contract or if this would be an at will employment situation. There was also a discussion on how many hours an interim can work if they are collecting IMRF, and how they get paid or what their rates are. The board asked Kim Kirkpatrick if they could find out if he would be interested in meeting in person or via zoom to talk with the board. Kim Kirkpatrick

b. Discussion and Action on using IAPD services for Executive Director Search

Kim Kirkpatrick dropped in Dropbox the proposal for IAPD Director Search for the board to review. Kim stated that IAPD gave the district the same rate that they gave in 2017.

Amy Grafton made a motion to approve the IAPD Director Search and follow through with the proposal at a cost of \$8,625.00, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

c. Discussion and Action on open positions and expected vacancies

There was a discussion on the two current vacancies which are the Superintendent of Parks and the Superintendent of Recreation. Kim Kirkpatrick is recommending that the district extend the Superintendent of Parks position to allow for more candidates to apply. Kim stated that she feels there are enough applicants for the Superintendent of Recreation position to start interviewing.

Amy Grafton made a motion to extend the job posting with IPRA for the Superintendent of Parks for 30 days, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

There was a brief discussion on if anyone on current staff is capable of being interim Superintendents. The board decided that the next step would be talking to the potential interim director.

There was a discussion on the job description and duties of Superintendent of Administrative Services.

Amy Grafton made a motion to approve the Superintendent of Administrative Services job description, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

d. Discussion and Action on pool contract with the YMCA

Daniel Noble stated that the final draft was sent out a half hour before the meeting began. There was a discussion on the amount of the contract for the pool, how many guards, how many managers and dates that the pool is open and when it will be closing. Jen Jackie from the YMCA said her board has seen the final draft and would be looking at a potential opening date of July 1, 2021. Jen Jackie also stated that they would be training to teach staff the transition between Jeff Ellis and Red Cross. There was a discussion of having a failure of equipment clause in the contract.

Mary Marquardt made a motion to approve the pool contract with the addition of a new section 7.03 which provides similar language to the following, the Belvidere Park District will not be obligated to pay the fees set forth in exhibit B of the contract as of the date of an event in which the customer premises an or customer equipment are no longer in good working order, and are no longer suitable for the purposes for which it is used in relation to the services, the board should also approve Daniel Noble, board President to sign the contract and approval will be required by PDRMA and the YMCA board, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

e. Discussion and Action on Resolution 21-R-0601 to amend Card Pointe/Card Connect merchant services

Jean Twyning made a motion to approve Resolution 21-R-0601 to appoint Melissa Merkel as the new authorized agent for Card Pointe/Card Connect, seconded by Amy Grafton. A roll call vote was taken with all voting yes. Motion carried.

f. Discussion and Action on Removal and Replacement of Baltic Mill HVAC Systems

Jean Twyning made a motion to replace the Baltic Mill HVAC System to Ceroni Piping Company for the proposed price of \$69,970.00, seconded by Mary Marquardt. A roll call vote was taken with all voting yes. Motion carried.

g. Discussion on Poplar Grove parcels that are intended for a singular park

Eric Miller a trustee for the village of Poplar Grove was present to talk to the board about a neighborhood park for children to have access to a park in the Poplar Grove area. There was a discussion on the 3 parcels the village has for a potential development of a park. The surrounding subdivisions that this potential park would be serving are Prairie Green, Knolls of Boone, Concord Crossing and Bel Air Estates. Eric stated that the village is looking to copartner with the park district to develop this park and needs assistance with installing playground equipment.

Sherri Bartelt from the County Board was also present to speak about the potential development of a park in Poplar Grove. She stated she attended both meetings and she had been receiving calls from the public stating their concerns with this potential park. She asked the board to do their investigating before making any decisions. Jean Twyning stated she received a phone call from another County Board member regarding this matter also.

h. Discussion on Lions Park project at Prairie Fields

Lonna Bentley was present from the Lions Club to speak to the board about who the new contact person would be since the district was currently without an Executive Director. Todd Bex offered to do this and the board agreed. Lonna passed out to the board the Lions Club original design they wanted and asked if they could proceed with the original design since the Lions Club did not like the design that was previously presented. Mary Beth from Custom Playgrounds spoke on behalf of Lonna asking if they could get quotes from other vendors on the playground equipment the Lions Club wants to be able to compare pricing. Mary Beth stated that Lonna's original design was Landscape Structures. She asked if the Lions Club could connect with Game Time because they help with fundraising and help find corporate donors to help offset the price. Lonna stated that currently the Lions Club has \$75,000.00 in fundraising money and a grant will be coming also.

i. Pool Report year to date

Todd Bex provided numbers to date with the expenses of the pool. There was a discussion on the evaporation rate of the pool. There was a discussion on the leak of the pool. Todd said hopefully the public will start to show up to the committee meetings to give their opinions on what they want moving forward. Todd stated the pool is losing 15,000-18,000 gallons of water a day with no patrons in it. Jean Twyning asked if we have received a refund on the money the district has paid Jeff Ellis. Todd Bex stated we are waiting for Jeff Ellis to send the check back.

Next meeting agenda items

Jean Twyning asked to have the IAPD boot camp put on the next agenda

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At 7:49 p.m. Jean Twyning made a motion to go into Executive Session 2 (c)(21): Discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for purpose of review, approval, or release of such minutes, and for 2 (c)(1): 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 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 Amy Grafton. A roll call vote was taken with all voting yes. Motion carried.

At 8:07 p.m. Mary Marquardt made a motion to go into Open Session, seconded by Amy Grafton. A roll call vote was taken with all voting yes. Motion carried.

No action taken as a result of Executive Session

Todd Bex thanked Rick Wulbecker for his three years he was here and thanked him for his service to this District.

Meeting adjourned at 8:11 p.m.

Submitted by  
Melissa Merkel