

**Belvidere Township Park District  
Board of Commissioners Meeting  
6581 Revlon Drive  
Belvidere, Illinois 61008  
July 27, 2021**

**Meeting Minutes**

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:05 p.m. Roll call was taken. Those present were Sam An, Jean Twyning, Mary Marquardt, Amy Grafton, and Daniel Noble. Also present were Kim Kirkpatrick, Todd Bex, Melissa Merkel, Jonathan Cudzewicz and Attorney McGirk. Attorney Pirages arrived at 5:53 p.m.

**Meeting Agenda**

Twyning made a motion to approve the July 27, 2021 meeting agenda, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

**Meeting Minutes**

May 11, 2021- Grafton made a motion to approve the May 11, 2021 meeting minutes, seconded by An. A roll call vote was taken. Grafton abstained, An voting yes, Twyning voting yes, Marquardt voting no, and Noble voting yes. Motion carried.

May 25, 2021- Grafton made a motion to approve the May 25, 2021 meeting minutes, seconded by Twyning.

An wanted it noted that he disagrees with what was said in the Director's Report from the May 25, 2021 meeting minutes.

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

Special Meeting Minutes July 1, 2021- Grafton made a motion to approve the July 1, 2021 Special Meeting minutes, seconded by Twyning. A roll call vote was taken. Grafton voting yes, Twyning voting yes, An abstained, Marquardt voting yes, and Noble voting yes. Motion carried.

July 13, 2021- Grafton made a motion to approve the July 13, 2021 meeting minutes, seconded by Twyning. A roll call vote was taken. Grafton voting yes, Twyning voting yes, An voting yes, Marquardt voting yes, and Noble abstained. Motion carried.

Page 2  
July 27, 2021

July 20, 2021- Grafton made a motion to approve the Special Meeting minutes for July 20, 2021, seconded by An.

Twyning suggested an amendment to Ochromowicz's answer to question 2 on page 1. It should read becoming familiar with the current staff and assess the challenges that they face and what are the boards pressing needs. Twyning suggested an amendment to Ochromowicz's answer to question 8. It should read Ochromowicz said there is a way to use the existing levy and bump it by a percentage and submit that.

Twyning made a motion to amend #2 and #8 the way she stated it, seconded by Grafton. A roll call vote was taken. Twyning voting yes, Grafton voting yes, An voting yes, Marquardt voting yes, and Noble abstained. Motion carried.

Twyning made a motion to approve the Special Meeting minutes for July 20, 2021 as amended, seconded by Grafton. A roll call vote was taken. Twyning voting yes, Grafton voting yes, An voting yes, Marquardt voting yes, and Noble abstained. Motion carried.

#### **Board Correspondence**

Twyning stated that the public has been making comments that are going around town about the Park District.

#### **Public Input**

None

#### **Staff Reports**

Bex provided the board a pool report. There was a discussion on the numbers declining at the pool and decisions that the board will have to face going forward. There were questions on the roof of the bath house and Bex said he would try to get estimates on the bath house roof before he leaves. There was a brief discussion on how much it would be to decommission a pool. Bex also stated the pool is losing about 8500 gallons of water each day. Bex stated that in the next year the building expenses are going to increase at the pool. Marquardt suggested the pool report goes public. She suggested that the pool report get reproduced and put on the website for the public to see. Twyning stated she would like to see a 30-day comparison between 2019-2021.

Merkel gave an update to the board on the status of the 2020 financial audit. There was a brief discussion on the bond payment to Zions Bank.

### **Unfinished Business**

a. Update on Green Space

Marquardt made a motion to table the update on green space, seconded by Twyning. A voice vote was taken with all voting yes. Tabled.

b. Hiring Policies

Kirkpatrick stated that she was talking to the attorneys about how things need to go in the absence of an Executive Director. Attorney McGirk asked to wait until Attorney Pirages was here to discuss.

c. Signature Authorization in Lieu of Executive Director

Kirkpatrick stated this would be signatures that would be needed in lieu of an Executive Director. Attorney McGirk asked to wait until Attorney Pirages was here to discuss.

### **New Business**

a. Appointment to Parks and Conservation Foundation Board

There was a discussion on who the board could appoint to the Parks and Conservation Foundation according to the bylaws.

Marquardt stated she applied as a citizen of the community, and she was accepted.

Grafton made a motion to table the appointment for the Parks and Conservation Foundation Board, seconded by An. A voice vote was taken with all voting yes. Tabled.

Attorney Pirages arrived so the board went back to Unfinished Business b. Hiring Policies and c. Signature Authorization in Lieu of Executive Director

Attorney McGirk passed out Dillions Rule to the board. She explained the power of local governments, and how it is given power through the Constitution. She stated Dillions Rule is used to interpret law when there is question of whether or not a local government has a certain power. Attorney McGirk explained the two parts of the rule.

Attorney McGirk explained that the board needs to make a motion to grant one or two people to make the decisions in lieu of an Executive Director. She also stated that if any action had been taken that was not a full board action, then they would need to ratify the action.

An made a motion to appoint Noble and Grafton to sign documents in lieu of Executive Director, seconded by Grafton. A roll call vote was taken. An voting yes, Grafton voting yes, Twyning voting yes, Marquardt voting no and Noble voting yes. Motion carried.

b. Appointment to Boone County Arts Council

Twyning stated she is currently the appointment to the Boone County Arts Council.

Grafton made a motion to appoint Twyning to the Boone County Arts Council, seconded by An. A roll call vote was taken with all voting yes. Motion carried.

c. Appointment to the Community Building Board

Kirkpatrick stated Katie Scherbarth is currently the appointment to the Community Building Board.

Grafton made a motion to appoint Katie Scherbarth to the Community Building Board, seconded by An. A roll call vote was taken with all voting yes. Motion carried.

d. Action to remove Parks and Conservation Foundation Files from District offices

Twyning made a motion to release the documents of the Parks and Conservation Foundation, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

e. Agreement for Services provided by Ray Ochromowicz at Executive Decisions

There was a discussion on the agreement for Ochromowicz. It was discussed that the agreement needs some amendments. Attorney Pirages suggested that legal counsel look over the agreement and make some changes prior to presenting this agreement to Ochromowicz. The board suggested that the agreement needs to include what job duties the board is looking for added to it. Some of those suggestions are pool feasibility study, PDRMA, completing the audit, levy, budget, and health insurance. Attorney Pirages suggested looking at the Executive Director's job description and incorporating some of those things in the agreement. Kirkpatrick stated that recommendations with the hiring of the Superintendent of Recreation and Superintendent of Parks would be helpful.

f. 3<sup>rd</sup> base Agreement with Belvidere CUSD 100

Marquardt made a motion to approve the 3<sup>rd</sup> base agreement with Belvidere School District 100, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

g. Affiliate Agreement with Belvidere Tornados Youth XC Team

Twyning made a motion to approve the affiliate agreement with the Belvidere Tornados Youth Cross Country team, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Next meeting agenda items

Green Space

At 6:50 p.m. Twyning made a motion to go into Executive Session 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 Marquardt. A roll call vote was taken with all voting yes. Motion carried.

At 6:51 p.m. Twyning made a motion to go back into open session, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

At 6:51 p.m. open session reconvened. Roll call was taken. Those present were Jean Twyning, Mary Marquardt, Sam An, Amy Grafton and Daniel Noble. Also present were Kim Kirkpatrick, Melissa Merkel, Todd Bex, Attorney McGirk and Attorney Pirages.

**Action taken as a result of executive session**

Twyning made a motion to ratify the employment promotion of Melissa Merkel, which was effective Sunday July 25, 2021 according to the details within the agreement and pursuant to the job description and the offer letter, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

Revisiting Unfinished Business item b. Hiring Policies

Grafton made a motion to appoint President, Daniel Noble to assist Kim Kirkpatrick in interviewing and hiring of Superintendent of Recreation and Superintendent of Parks in the absence of Executive Director and that appointment will end once an Executive Director is hired, seconded by An. A roll call vote was taken with all voting yes. Motion carried.

Twyning thanked Bex for all his work to the district.

Grafton made a motion to adjourn at 7:16 p.m.

Submitted by  
Melissa Merkel