

**Belvidere Township Park District
Board of Commissioners Board Meeting
Baltic Mill- 920 W. Lincoln Avenue
Belvidere, Illinois 61008
August 10, 2021**

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:03 p.m. Roll call was taken. Those present were Sam An, Jean Twyning, Mary Marquardt, Amy Grafton, and Daniel Noble. Those also present were Kim Kirkpatrick, Melissa Merkel, Jonathan Cudzewicz, Tony Williams, and Bill West.

Meeting Agenda

Twyning made a motion to approve the August 10,2021 meeting agenda, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

Meeting Minutes

Grafton made a motion to approve the July 27,2021 meeting minutes, seconded by Twyning. A roll call vote was taken. Grafton voting yes, Twyning voting yes, Marquardt abstained, An voting yes and Noble voting yes. Motion carried.

Financial Report

Merkel provided a financial report showing park district cash balances as of July 31, 2021.

Bills for Payment

Twyning made a motion to pay the bills for July 2021, seconded by Grafton.

Marquardt had a question on the purchase from the vendor Best Martial Arts Supply on what the 30 uniforms and color belts purchase was for? An explained that he made a purchase with Best Martial Arts Supply and the vendor charged Rick Wulbecker's card by mistake. An stated that the charge would be refunded to the card.

Marquardt had a question on the vendor Guyer & Enichen and how their billing works. Marquardt requested that at the next meeting Merkel provide documentation to the board on how much the legal fees are for Attorney McGirk and Attorney Scheurich. Marquardt would like to see the breakdown of how much the legal counsel charges for emails, phone calls etc.

Marquardt asked if we have been billed from Pirages yet? Kirkpatrick confirmed yes, we have received a first bill.

Marquardt asked about Ollmann & Ernest Architects. She asked if we still had work that was being done at the Mill. Merkel stated that both bills were submitted from Bex, and we have not completed the final payment of the contract yet.

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Marquardt made a motion to amend the bills list to show a deduction of \$970.08 from the amount we pay on this month's bills list, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

Twyning mentioned we paid Zions Bank. Marquardt asked where we found the money to pay Zion's Bank for the bond payment. Merkel stated we made the payment, and we are negative in that fund.

Back to the original motion which was Twyning made a motion to pay the bills for July 2021, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

Board Correspondence

None

Public Input

None

Staff Reports

Superintendent of Parks- Bex provided a report even though he was not present. Cudzewicz and Williams were present to answer any questions. Marquardt asked if we have caught the people that did the graffiti at Doty Park. Williams stated we have caught a few and are currently receiving restitution from a few. Cudzewicz stated that not all the people who are paying restitution are just from graffiti, he said one is from a person doing donuts in the grass and one broke glass down at Doty. The board complimented staff on how well the park looks.

Superintendent of Human Resources- Kirkpatrick said they have finished interviewing for the Superintendent of Recreation position and she is in the process of doing reference checks. Kirkpatrick is putting together a similar questionnaire for the Superintendent of Parks position. Twyning asked how many people were interviewed for the Superintendent of Recreation position and Kirkpatrick stated they interviewed five people. Kirkpatrick stated the Executive Director search is posted. She stated that that the position is open through September 15, 2021. Kirkpatrick stated we are looking for staff in multiple departments. Kirkpatrick will be placing an ad in the papers and job openings are posted on our website. Kirkpatrick said that hiring is tough right now and statewide people are having trouble hiring staff.

Marquardt asked if we will be having any hard copy surveys at the Boone County Fair? Merkel stated not at this time but asked the board what types of questions would they like to see on the survey? Grafton said it would not be hard for a 10-question survey monkey for feedback on the Belvidere Park District. Marquardt said hard copies would be good to have at the fair also. The board would like to see some questions like evening hours at the pool, programming, maintenance of the parks, do you pay Belvidere Township Taxes, and uses for the Baltic Mill. Merkel said she will reach out to Beachum to see if he can come up with a survey.

Superintendent of Administrative Services- Merkel updated the board on the status of the audit. She stated that the auditor is hoping to have a draft to us by August 23, 2021 and be able to present to us in September. The auditor has asked for the Economic Factors section of the audit to be completed. Merkel stated that normally the Executive Director fills out this section of the audit. The board asked Merkel if we could reach out to Ray Ochrowicz to see if he could help fill out this section.

Recreation Staff Reports

There was a brief discussion on the number of visits at the pool and the response from the public on the district now posting the pool numbers on our website.

Unfinished Business

a. Update on Green Space

Marquardt made a motion to remove the Update on Green Space from the table, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

Grafton stated she spoke to Greg Brown, and he updated her that the County is not charging for any impact fees as of right now and that will have a two-year freeze. The freeze began February 2021. She also stated the city is continuing to charge impact fees.

There was a discussion on impact fees and how it will affect Belvidere Township Park District.

It was suggested to contact County board members and provide them with the numbers the district has collected in the past three years from impact fees.

Marquardt asked Merkel to provide the board with the amount of impact fees that the district collected from the prior 3 years at the next meeting.

b. Appointment to Parks and Conservation Foundation Board (tabled)

Grafton made a motion to remove from the table the Appointment to Parks and Conservation Foundation board, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

Twyning stated she would like to see Marquardt continue the Parks and Conservation Foundation board as the Belvidere Township Park District's representative.

Noble stated as the board President he would be taking the seat on the Parks and Conservation Foundation board. Twyning asked if Marquardt and Noble can coordinate their schedules, so they are both not attending meetings at the same time.

Marquardt stated that if this is the decision that Noble wants, she will resign her seat from the Parks and Conservation Foundation board.

Marquardt said to Daniel, I am incredibly disappointed in your comments. Twyning said she agrees with Marquardt's comments, and she doesn't think this was handled very well at all.

c. Agreement for services provided by Ray Ochromowicz at Executive Decisions

Kirkpatrick provided a draft of the changes Attorney Pirages made to the contract. There was a discussion on some additional changes to add to the contract. Those changes were adding an extension to his contract if needed and adding completing the Economic Factors section of the audit.

Twyning made a motion to offer the discussed proposal with modifications that we discussed tonight to Ray Ochromowicz, and the vote tonight is binding unless Mr. Ray has counter offered, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

New Business

a. Exception to Full – Time Compensation Policy

Kirkpatrick provided a copy of the Full Time Compensation Policy and explained the policy to the board. She stated that with Bex leaving he split duties between Jonathan Cudzewicz and Tony Williams. Kirkpatrick is asking the board to make an exception to have both Cudzewicz and Williams both receive \$984.50 compensation each per month for up to 3 months while they are both serving in the acting roles.

Twyning made a motion to approve a one-time exception to the Full Time Compensation Policy due to the unusual circumstances and split the amount in the proposal between both employees in keeping with the provisions noted above which are according to policy, seconded by Grafton. A roll call vote was taken with all voting yes. Motion carried.

Next meeting agenda items

None

At 6:31 p.m. Grafton 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 the purpose of review, approval, or release of such minutes, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

At 6:41 p.m. open session reconvened. Roll call was taken. Those present were Mary Marquardt, Jean Twyning, Amy Grafton, and Daniel Noble. Those also present were Kim Kirkpatrick and Melissa Merkel.

Action taken as a result of Executive Session

None

Meeting adjourned at 6:33 p.m.

Submitted by
Melissa Merkel