

Belvidere Township Park District  
Board Meeting  
March 9, 2021

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 Mary Marquardt, Sam An, Paul McCaffrey, and Jean Twyning. Mark Muccianti was present via Zoom. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick, and Debbie Kent.

Meeting Agenda

Paul McCaffrey made a motion to approve the March 9, 2021 meeting agenda, seconded by Mary Marquardt. Paul McCaffrey, Mary Marquardt, Sam An and Jean Twyning voted yes. Mark Muccianti did not vote. Motion carried.

Meeting Minutes

Mary Marquardt made a motion to approve the February 23, 2021 meeting Minutes, seconded by Paul McCaffrey. Mary Marquardt, Paul McCaffrey, Sam An and Jean Twyning voted yes. Mark Muccianti did not vote. Motion carried.

Financial Report

Debbie Kent provided a financial report showing February income and park district cash balances as of February 28, 2021.

Bills for Payment

Mary Marquardt made a motion to approve the bills for payment from February 1 to February 28, 2020, seconded by Paul McCaffrey. Mary Marquardt, Paul McCaffrey, Sam An and Jean Twyning voted yes. Mark Muccianti did not vote. Motion carried.

Board Correspondence

There was no board correspondence received.

Public Input

There was no one present for public input.

Superintendent of Recreation Report

Rick Wulbecker commented that Sunday, March 7<sup>th</sup> was the last day for the Ice Rink season. Scott Meyer will be putting together an annual report for the 2020/2021 season.

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### Executive Director's Report

Mark Pentecost informed the board he is looking at the Superintendent of Administrative Services job description as well as other administrative job descriptions to reorganize the administrative department and hire to replace Debbie Kent.

### Superintendent of Parks Report

Todd Bex had no additions to his report.

### Superintendent of Administrative Services

Debbie Kent had no additions to her report.

### Superintendent of Human Resources Report

Kim Kirkpatrick had no additions to her report.

### Approval of 2021 Appropriation Bill and Ordinance 21-03-01

Mary Marquardt made a motion to approve the 2021 Appropriation Bill and Ordinance 21-03-01, seconded by Sam An. A voice vote was taken. Mary Marquardt, Sam An, Paul McCaffrey and Jean Twyning voted yes. Mark Mucciante did not vote. Motion carried.

### 2021 Capital Project/Purchase Communication Log Approval

At the January 12, 2021 board meeting Todd Bex presented the board with ten capital projects exceeding \$24,999.99 for their review. Approving these capital projects would allow staff to proceed with the bidding and purchasing process.

Todd commented that the Digital Signage for Prairie Fields will be a 2-phase project. The first phase would be to provide power to the proposed site. The second phase would be design options for the board to consider.

Paul McCaffrey asked why the NASR Bus replacement wasn't included as a capital project for 2021. Todd Bex commented that this will be a capital item for 2022. Staff will be considering a new bus versus a van with a lift.

Mary Marquardt made a motion to approve the packet titled Project/Purchase Communication Log for Capital Project for the fiscal year 2021, seconded by Paul McCaffrey. A voice vote was taken with Mary Marquardt, Paul McCaffrey, Sam An and Jean Twyning voting yes. Mark Mucciante did not vote. Motion carried.

### Approval of Letter of Understanding Between Belvidere Cemetery Association and Belvidere Park District

The Belvidere Cemetery is constructing a new administration building off Fairground Road, with access to water from the watermain and connection to sewer located on Belvidere Park District property north of the Cemetery's property.

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Mary Marquardt asked that language would be added that the Cemetery would have their own water/sewer meter and would be paying for their own water/sewer usage.

Mary Marquardt made a motion to table the memo of understanding, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

#### Executive Session

At 5:32 p.m. Paul McCaffrey made a motion to go into Executive Session under Section 2(C)(1) of the Open Meeting Act for 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 Sam An. A voice vote was taken with all voting yes. Motion carried.

At 6:37 p.m. regular session reconvened. Roll call was taken. Those present were Mary Marquardt, Sam An, Paul McCaffrey, Mark Muccianti and Jean Twyning.

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

Jean Twyning adjourned the meeting at 6:38 p.m.

Submitted by  
Debbie Kent