

Belvidere Township Park District
Board Meeting
June 23, 2020

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:04 p.m. via Zoom. Roll call was taken. Those present were Jean Twyning, Mark Marquardt, San An, Paul McCaffrey and Mark Muccianti. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the June 23, 2020 meeting agenda, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Meeting Minutes

Debbie Kent made a correction to the June 9th meeting minutes on Page 4 under Executive Session. The third paragraph should read: 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.

Jean Twyning made a motion to approve the June 9, 2020 meeting minutes, as corrected, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Board Correspondence

There was no board correspondence.

Public Input

There was no public input.

Director's Report

Leilani Schultz provided an update on the Baltic Mill Feasibility Study and the Architect's responsibilities completed to date. There are 11 members serving on the committee. Their first meeting is scheduled for July 9, 2020 to discuss usages for the mill.

Mark Pentecost provided the board with meeting minutes from the Belvidere Aquatic Center Committee meeting. The committee met on May 19, 2020 to discuss the purpose of the

June 23, 2020

Page 2

committee and need for the project, the financial support, reviewed the public survey results, discussed amenities at neighboring aquatic facilities and set committee goals.

IAPD will conduct the Board Self Evaluation on September 29, 2020.

The district anticipates moving into Phase 4 of the Reopen Illinois Plan on June 26, 2020. Playgrounds and the Sprayground will open and gatherings of 50 or under will be permitted. Staff will make this information available to the public using Facebook, the district's website and our Lincoln/Appleton sign.

Recreation Update

Rick Wulbecker reported that the Lil Swingers, T-Ball and Soccer Skills activities are running this summer. Camp Compass did not have enough participation and week 1 was cancelled.

Doty Park Change Order

The district received a change order from Northern Illinois Service Company to remove 26 loads of material from the Doty Park Pathway project. The material will be used at the Swift House and parking lot on Locust Street.

Jean Twyning made a motion to approve the change order presented to the Belvidere Park District in the amount of \$7,176.00 for the export of additional usable soil per the contract of the Doty Redevelopment Project, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Belvidere Cemetery Association Request

The Belvidere Cemetery Association is developing plans to construct a new administrative facility east of Fairgrounds Road, directly south of the Prairie Fields Sports Park. They have been working with the City of Belvidere to annex the cemetery into the City of Belvidere. During the annexation process they had a couple of issues come up triggering two requests from the park district.

The first request is for an easement allowing the Cemetery Association to connect to the sanitary sewer system at Prairie Fields Sports Park.

The second request relates to the water recapture ordinance. The Belvidere Park District has a Recapture Agreement with the City relating to installation of a water main, requiring anyone connecting to pay (for 2020) \$94.56 per linear foot of frontage on Fairgrounds Road. The recapture ordinance is typically geared towards for-profit developers to compensate the taxing body for capital expenses. The cemetery has 662 linear feet of frontage, which would amount

June 23, 2020

Page 3

to \$62,598.72. The cemetery is requesting the park district to consider a \$10,000.00 payment to compensate the park district for the easement and in satisfaction of the Recapture Agreement.

The board would like for staff to discuss the following items with the cemetery: 1) Request that they should pay for all legal fees, 2) Request that path users at Prairie Fields Sports Center be able to use the restrooms, 3) Pay for any property damage, 4) future lighting of the park and 5) electricity costs.

Jean Twyning made a motion to table the discussion of the Belvidere Cemetery Request. Motion failed due to the lack of a second.

Mary Marquardt made a motion to allow Mark Pentecost to handle the request and give the board feedback on their remarks, seconded by Jean Twyning. A roll call vote was taken. Mary Marquardt and Jean Twyning voted yes. Sam An, Paul McCaffrey and Mark Muccianti voted no. Motion failed.

Jean Twyning made a motion that Mark Pentecost be directed to continue discussions with Belvidere Cemetery Association for the \$10,000 recapture fee per Ordinance #955G and the easement request for sanitary sewer in Prairie Fields and in light of the other suggestions that the board gave him, seconded by Mary Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Discussion of Board Approval Template/Process of purchases \$25,000.00 and above.

Mark Muccianti presented a sample copy of a Project Request Form for staff to use for purchases over \$25,000.00. The form included the request overview, background, proposal, success overview, financial justification, quarterly cash flow, project timeline, quotes received, alternatives, risks and recommendation.

The second form is an on-going project update which included the project timeline, highlights, lowlights, pathforward and budget update.

Discussion of Outdoor Recreation and Program Opportunities

Commissioner Twyning wanted to discuss the consistency in recreational programming for our outdoor facilities. She asked staff to look at the facilities we currently have for outdoor recreation and determine if we have the space needed to conduct outdoor recreation.

June 23, 2020

Page 4

As we move into Phase 4 of Reopen Illinois, this will allow more opportunities. Staff is utilizing the Riverside Ice Arena for In-Line Skating, the Pickleball courts for lessons and play, Outdoor movies and youth athletics. Sundstrand Park will be used for Summer Camps.

Mark Pentecost commented that staff is anticipating approximately two years for recreational programming to return.

Discussion on Commissioner's Positional Role Rotation

Commissioner An asked the board to consider adopting an ordinance that would require commissioners to rotate positions, such as President, Vice-President, Secretary and Treasurer, every year or every other year.

Commissioner Twynning commented that she does not feel adopting an ordinance is necessary because each May the board conducts the nominations of officers.

Discussion on Transparency of Board/Staff Communications

Sam An would like for conversations between the board and staff be made known to all commissioners. It was suggested that if general conversations occur, it could be mentioned in staff reports. If it is something that needs board action or discussion, then it could be put on a meeting agenda.

Next Meeting Agenda Items

Rick Wulbecker will provide the board with an update on the Third Base after school program.

There being no further business, at 6:30 p.m. Mary Marquardt made a motion to adjourn, seconded by Jean Twynning. A roll call vote was taken with all voting yes. Motion carried.

Submitted by
Debbie Kent