

**Belvidere Township Park District
Board Meeting
July 13, 2021
Minutes**

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:01 p.m. Roll call was taken. Those present were Mary Marquardt, Jean Twyning, Sam An and Amy Grafton. Daniel Noble was absent. Those also present were Kim Kirkpatrick, Todd Bex and Melissa Merkel.

Meeting Agenda

Marquardt made a motion to remove from the agenda, section B under Unfinished Business, discussion, and action on consulting contracts for Debbie, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

Twyning made a motion to approve the meeting agenda for July 13, 2021, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Meeting Minutes

Meeting Minutes- May 11, 2021

An made a motion to approve the meeting minutes from May 11, 2021. There was no second. Motion failed.

Meeting Minutes- May 25, 2021- no motion to approve

Meeting Minutes- June 22, 2021

Twyning suggested some amendments to the minutes. Under board correspondence Twyning gave the correct spelling of county board member Jeff Carlisle.

Under New Business Twyning suggested rewording the sentence to say, Twyning stated some key points that 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.

Twyning also suggested under c. Discussion and Action on open positions and expected vacancies changing the sentence to say Kim feels there are enough applicants for the Supt of Rec position to start interviewing.

Twyning suggested under h. Discussion on Lions Park project at Prairie Fields, adding in the sentence to say Todd Bex would be the contact person for the Lions project.

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Twynning made a motion to amend the June 22, 2021 meeting minutes with the comments made by Twynning, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Twynning made a motion to approve the June 22, 2021 meeting minutes as amended, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Special Meeting Minutes- July 1, 2021

Under IAPD Boot Camp Discussion, Twynning said that this was her first-time attending boot camp and Marquardt had previously attended boot camp.

On page 2, Twynning suggested changing the sentence to say Commissioner Twynning, requested more discussion of Boot Camp added to the next agenda.

Under Unfinished Business Twynning suggested taking out the word mentioned and using the words Noble stated the Parks position posting will be kept open.

Twynning also suggested finishing the second part of the sentence to say and the applicants for the Recreation position posting will be closed on June 27, 2021.

Twynning suggested to change the sentence to say Commissioner Twynning asked about the open Administrative Superintendent position.

Twynning suggested to change the sentence to say Commissioner Marquardt stated the position description was not complete nor approved. Commissioner Grafton said she was sure it had been approved at the last meeting and was complete. Commissioner Noble will investigate it.

Twynning suggested replacing the sentence in the long paragraph with the words, Commissioner Marquardt inquired as to whom would the newly hired superintendents report?

Twynning also suggested a spelling change to the word permanent superintendent.

Grafton suggested a spelling change to her correct spelling of her last name.

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

Twynning made a motion to approve the July 1, 2021 special meeting minutes as amended, seconded by Marquardt. A roll call vote was taken. Twynning voting yes, Marquardt voting no, An abstained and Grafton voting yes. Motion failed.

Financial Report

Merkel provided a financial report to the board. Twyning gave her IAPD boot camp certificate to Merkel to be filed.

Bills For Payment

Merkel explained to the board that the Guyer & Enichen bill on the bills list has been voided and a new check will be issued to them. The check that was voided was for \$9,587.50, and the new check that will be issued will be for \$7,619.00.

There was a brief discussion on the Martial Arts Equipment that has been purchased. The equipment is for district wide usage and no additional equipment is being purchased.

Twyning made a motion to approve the bills for May 31, 2021 through June 30, 2021 except the bill to Guyer & Enichen for \$9,587.50, seconded by Marquardt. A roll call vote was taken with all voting yes.

Board Correspondence

Twyning said Bex shared some board correspondence to all commissioners from the BDR from Ann Eickstadt. There was a conversation on the General Mills Park, and it was said that Andy Racz keeps contacting the BDR about the park. Twyning stated that the board needs to give the answer to Eickstadt's question as a whole board statement not individual statements. Grafton said Twyning had a good statement written that she shared with the board, and it was suggested that next time Andy Racz comes to a board meeting that statement be read to him.

Public Input

None

Superintendent of Parks

Bex brought in the final contract for the HVAC. Final completion is set for October 2021. He also stated the Aberdeen shelter roof is complete. There was a brief conversation on IT issues and questions within the district. Bex stated that he talked to Lindsay about the pool study. Bex stated that by the next board meeting the board will know the direction the study will be going.

Marquardt asked if anyone has approached the staff on the Green Space fees. Staff said to their knowledge no one has been contacted.

Superintendent of Human Resources

Kirkpatrick said IAPD should have the brochure done by the end of the week for the board's approval. She stated that the board needed to have a special meeting to approve the brochure.

Unfinished Business

- a. Discussion on IAPD bootcamp lessons learned

There was a discussion on board conduct and civility. Kirkpatrick suggested that the IAPD board retreat would be beneficial for the board to attend. Kirkpatrick also said a board handbook would be beneficial also.

Twynning stated that government finance is very different then corporations. Boot camp training taught many topics some of the examples stated were conflict of interest, political activities, expectations of a board, expectations of an ED, and remote participation.

New Business

- a. Discussion and Action on hiring an interim director

Kirkpatrick stated she reached out to two of the park district's that had used Ray Ochromowicz in the past. She stated their contract looked very similar to what our district was looking for. She stated that both districts stated that the relationship was very positive and staff morale went up with Ray as their interim. Kirkpatrick stated that the gentleman from Joliet was removing himself from the opportunity. An asked if the board would be contacting prior applicants from almost 5 years ago. Grafton asked Kirkpatrick what the next steps would be. Kirkpatrick said Ochromowicz said if we were interested in having him start then we would let him know as soon as possible. An asked if the board could meet him. A zoom meeting was suggested. Kirkpatrick will check with him and see what his availability is. Bex suggested the board have a list of questions to ask him.

There was a discussion on whether staff could reach out to Pentecost in relation to some reports and documents that staff is being asked to provide to certain companies.

- b. Discussion and Action on Belvidere Community School District Meehan Gym Usage Fee for 2020

Merkel provided an invoice she received from Belvidere Community School District explaining that the school district stated that they had an oversight and forgot to invoice the park district for 2019 and 2020 for the Meehan gym usage fee. Merkel stated that the bill for 2019 has been paid but the invoice for 2020 is still outstanding.

c. Declaration of disposal of Capital surplus item

Bex stated that the Colorado engine will cost about \$5,600 to fix so that vehicle got moved to the surplus list.

Twyning made a motion to approve the 2021 surplus item for disposal or trade listed as a 2006 Chevy Colorado pickup, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

d. Memo of Cancellation of Dodge 1500 pickup truck

Bex stated that the order for the truck had been cancelled due to the vendor not being able to get parts in.

e. Discussion and Action on Project Management Proposal from Todd Bex

Kirkpatrick stated Bex offered to stay on as a part time employee through November 30, 2021 to finish up three of the capital projects that are already started but will not be finished by his last day as Superintendent of Parks. Bex stated his last day as Superintendent of Parks is August 6, 2021. Kirkpatrick provided Bex's proposal to the board, and there was a discussion on the proposal. Grafton asked what the three capital projects were. Bex stated they are the concrete work and pathway work around the administration office, HVAC project for the Baltic Mill, and the playground equipment for Doty.

Twyning made a motion to accept the proposal to have Todd Bex remain as a part time employee of the district at his current salary rate based on a 24-hour work week and continuation of the stipend and cobra coverage from August 6, 2021 through November 30, 2021, seconded by Marquardt. A roll call vote was taken. Twyning voting yes, Marquardt voting yes, An voting no, Grafton voting no. Motion failed.

Twyning made a motion to bring Todd Bex's proposal back to the table on the next agenda, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Next meeting agenda items

IAPD brochure
Project Management Proposal
Green Space fee discussion
Special Meeting
Meeting Ray Ochrowicz

At 7:08 p.m. Twyning made a motion to go into Executive Session 2 (c) (21): 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 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 7:19 pm. 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.

Marquardt made a motion to adjourn, seconded by An.

Meeting adjourned at 7:20 p.m.

Submitted by
Melissa Merkel