

BELVIDERE TOWNSHIP PARK DISTRICT

1006 Lincoln Ave. Belvidere, IL 61008

Boone County, Illinois

Meeting Date: 12/14/2021

Time: 5:00 P.M.

Meeting Location: Baltic Mill 920 W. Lincoln Avenue Belvidere, IL 61008

Meeting: Scheduled Board Meeting of Board of Commissioners of Belvidere Township Park District Boone County, IL

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:00 p.m. by President Noble.

Roll call was taken; In attendance: Sam An, Jean Twyning, Mary Marquardt, Amy Nord and Daniel Noble.

Those also in attendance were Kim Kirkpatrick, Melissa Merkel, Aly Graham, Jonathan Cudzewicz, Jen Jacky, Sara Yager PDRMA Attorney, Jim Pirages AGHL Attorney and Teri Becker.

Meeting agenda: Nord made a motion seconded by Twyning to approve the December 14, 2021 meeting agenda. A voice vote was taken with all voting yes. Motion carried.

Meeting minutes: Nord made a motion seconded by Twyning to approve the meeting minutes dated November 23, 2021. A voice vote was taken with (1) abstain, (4) voting yes. Motion carried.

Financial Report – Presented and reviewed. No questions

Bills for Payment – Twyning made a motion seconded by Nord to approve payment of bills for November 2021. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence: Marquardt has received some feedback from residents regarding the removal of the refreshment stand.

Public Input – None

Staff Reports

- **Superintendent of Administrative Services – Melissa Merkel**
Report presented; Reviewed unclaimed property with the State of Illinois, currently working with auditor from State of Illinois; will be a large amount of money to turn over to the state in 2022. No further questions. Additional information (14) centennial glasses have been sold.
- **November Marketing – John Beachum**
Report presented for review there were no questions.
- **Human Resources – Kim Kirkpatrick**
Report presented for review there were no questions.
- **Superintendent of Parks – Jonathan Cudzewicz**
Report presented for review; Updated on ice rink activity and plans for season. Purchase of ManagerPlus work order system will enhance the current system adding accountability for staff of work performed and tracking of hours. Graffiti under the bridge (Appleton) continues to be an issue. Investigating possible camera options.
- **Superintendent of Recreation Report – Aly Graham**
Report presented for review. Many activities and participation by supervisors working together to provide great programs for participants.

Twyning made a motion seconded by Nord to enter executive session at 5:25 p.m. for 2(c)(11): Discussion of litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

Open session was called to order at 6:22 p.m. by President Noble.

Roll call was taken; In attendance: Sam An, Jean Twyning, Mary Marquardt, Amy Nord and Daniel Noble.

Those also in attendance were Kim Kirkpatrick, Melissa Merkel, Aly Graham, Jonathan Cudzewicz, Jen Jacky, Sara Yager PDRMA Attorney, Jim Pirages AGHL Attorney and Teri Becker Administrative.

Action taken as a result of executive session:

Twyning made a motion seconded by Nord to adopt the settlement agreement dated 12/14/2021 as written with the addition of language in paragraph 1C with regard to the listing of agenda item for the January 11, 2022 regular board meeting.

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

Aquatic Study Update – Perkins & Will

Board was in agreement to resume the study beginning January 2022 when the new Executive Director is on staff. Website is ready and will continue to work to re-connect with the community.

Unfinished Business

- A. Marquardt made a motion seconded by Twyning to table Sundstrand Tax update to next meeting. A voice vote was taken with all voting yes. Motion carried.
- B. Marquardt made a motion seconded by Twyning to table Green Space Fees to next meeting. A voice vote was taken with all voting yes. Motion carried.
- C. An made a motion seconded by Nord to approve the Sips and Sprinkles food trailer calender and terms. A voice vote was taken with all voting yes. Motion carried.
Aly to review insurance certificate to ensure park district is not liable and obtain renewed health department certificate when issued end of 2021.

New Business

- A. Twyning made a motion seconded by Nord to approve the annual levy ordinance 21-12-01. A voice vote was taken with all voting yes. Motion carried.
- B. Goals and objectives for Executive Director. Twyning and Noble submitted to the board ideas for goals and objectives. Marquardt requested a written proposal by Ray Ochromowicz outlining goals and objectives, program structure and fees to be presented to the board for approval at the January 11, 2022 regular board meeting.
- C. Twyning made a motion seconded by Marquardt to approve the 2022 Board Meeting Schedule. A voice vote was taken with all voting yes. Motion carried.
- D. Twyning made a motion seconded by Marquardt to approve the application and certification for payment number 2 in the amount of \$31,636.02 to Rockford Structure Construction Company for contracted work completed at the Administration Concrete and Pathway Project. A voice vote was taken with all voting yes. Motion carried.
- E. Twyning made a motion seconded by Marquardt to approve the application and certification for payment in the amount of \$64,970.00 to Ceroni Piping Company for contracted work for removal and replacement of Baltic Mill HVAC systems. A voice vote was taken with all voting yes. Motion carried.
- F. Twyning made a motion seconded by Marquardt to approve the purchase of (13) computers, (5) chromebooks and allowance for computer equipment up to \$25,000 from Excal Tech. A voice vote was taken with all voting yes. Motion carried.

Meeting adjournment

There being nothing further to come before the board the meeting was adjourned at 8:11 p.m.

Respectfully submitted
Teri Becker