

**Belvidere Township Park District
Board Meeting
October 12, 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 in attendance were Jean Twyning, Mary Marquardt, and Daniel Noble. Sam An arrived at 5:04 p.m. Amy Grafton was absent. Those also in attendance were Kim Kirkpatrick, Melissa Merkel, and Aly Graham.

Meeting Agenda

Twyning made a motion to approve the October 12, 2021 meeting agenda, seconded by Marquardt. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Twyning made a motion to approve the September 28, 2021 meeting minutes, seconded by Marquardt. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

None

Public Input

None

Financial Report

Merkel provided a financial report showing Park District cash balances from September 1, 2021 through September 30, 2021. The board asked Merkel to check into investing the money from the savings account and have a conversation about it put on the next agenda.

Bills for Payment

Twyning asked if we had a closing statement from the Sundstrand property. Noble stated he will reach out to Curt Newport. Marquardt asked a question about the voided checks. Marquardt asked a question about the charge and credit from Midland States Bank. Twyning made a motion to approve the bills from September 1, 2021 through September 30, 2021, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

Staff Reports

Superintendent of Administrative Services- Merkel had no additions to her report. There was a brief conversation on IT services. There was a continued discussion of the Sundstrand tax. The board will investigate the background relevant to receipt of a delinquent tax notice for the Sundstrand property i.e., when and where notices were sent, the possibility of an appeal, and verification of a closing statement between Sundstrand and the Parks and Conservation Foundation.

Superintendent of Human Resources- Kirkpatrick told the board she hired a new assistant, and she has a payroll background.

Superintendent of Recreation- Graham told the board that Scott Meyer is reaching out to some of the groups that have rented ice time in the past. She also stated that the fee structure has changed a little this year as well to reflect hockey rental times and non-hockey rental times. Graham stated that they had an ice meeting with the Rockford Ice Hogs and it has not been confirmed if they will be able to make an appearance this year at the Riverside Ice Arena.

Superintendent of Parks- Cudzewicz was not in attendance, but the board suggested that maybe the district could apply for the 5310 grants.

At 5:37 p.m. Twyning made a motion to go into Executive Session under 2(c)(1): 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 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 Marquardt. A voice vote was taken with all voting yes. Motion carried.

At 6:40 p.m. open session reconvened. Roll call vote was taken. Those in attendance were Jean Twyning, Mary Marquardt, Sam An, and Daniel Noble. Those also in attendance were Kim Kirkpatrick, Melissa Merkel, and Aly Graham.

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

Aquatic Study Update- Perkins & Will updated the board via Zoom on the progress of the Aquatic Study. There was a question-and-answer conversation on the overview of the study. There was a discussion on whether the study focused on William Grady Pool. Perkins & Will described the scope of services and the phases of the study. Perkins & Will asked that all previous master plans and studies be shared with them. Board consensus was to put the Aquatics Study on partial hold until a new Executive Director is hired and could have input on the study.

Old Business

- A. **Funding to help with additional duties for Ray Ochrowicz-** Kirkpatrick said she received the first bill from Ray for the work he has completed so far on the levy. Ray Ochrowicz said he would sit in on the interviews for the Executive Director search if the board would like him to. He would be charging a \$100.00 per hour rate instead of his normal rate of \$150.00 per hour. Kirkpatrick said she would be reaching out to Sue Buckwalter to see if there is an HR representative that could sit in during the Executive Director interviews and facilitate.
- B. **Outreach to the Keen Age Center to see if they want to sell or lease a bus-** Graham said Sean Cramer did some additional research within the community. There was currently no lease option, but there are some rentals available at a large cost.
- C. **Green Space Ordinances from the City and the County-** the board asked Merkel to call the city and the county and request any Green Space fees that the district has not collected yet.

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Decision of how to provide meeting minutes- Kirkpatrick told the board she spoke to Teri Becker who is an independent contractor and writes minutes for the Community Building board. Teri was interested and available on the dates our district has board meetings. Kirkpatrick told the board she hopes to have Teri's references and paperwork to present to the board by the October 26, 2021 meeting.

New Business- Discussion and action on the intent to issue a 2021 1-year G.O. Bond and determine the dollar amount- Merkel updated the board to let them know the district has hired BAIRD as the bond counsel. She distributed copies of BAIRD's timeline for the G.O. Bond. The hearing is set for October 26, 2021 board meeting.

Next agenda items-

Outreach to the Keen Age Center to see if they want to sell or lease a bus

Green Space Ordinances from the City and the County

Decision of how to provide minutes of meetings

Investing money

2020 audit presentation

BINA hearing

Executive session for Executive Director search

Executive session 2(c)(11)

At 8:10 p.m. meeting adjourned.

Submitted by
Melissa Merkel