

BOARD MEETING MINUTES

BELVIDERE TOWNSHIP PARK DISTRICT

1006 Lincoln Ave. Belvidere, IL 61008

Boone County, Illinois

Meeting Date: 2/13/2023

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 5:01 p.m. by Daniel Noble.

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

Those also in attendance were Jen Jacky, Melissa Merkel, Aly Graham, Jonathan Cudzewicz. Absent: None

Meeting agenda:

Twyning made a motion seconded by Nord to approve the agenda for 2/13/2023.

A voice vote was taken with (4) voting yes. Motion carried.

Approval of meeting minutes:

Nord made a motion seconded by Marquardt to approve the Regular Board meeting minutes dated 01/24/23.

A voice vote was taken with (4) voting yes Motion carried.

Nord made a motion seconded by Twyning to approve the Emergency Board meeting minutes dated 2/7/23.

A voice vote was taken with (3) voting yes Marquardt abstained. Motion carried.

Bills to be Paid: Twyning made a motion seconded by Marquardt to approve the bills to be paid for 01/25/23-02/13/23. A roll call vote was taken with (4) voting yes. Motion carried.

Discussion: Special Recreation Oasis meeting room

Financial Report: Financial Report for January 2023

Discussion: None

Introduction of New Staff Member | Gina Ruvalcaba, Special Recreation Supervisor

Board Correspondence: None

Public Input: None

Staff reports:

- Executive Director Report – Jen Jacky;
Discussion: Lion's Park | Fundraising and grant application
- Administrative Service Report – Melissa Merkel;
Discussion: None
- Marketing Report – No Report
Discussion: None
- Parks & Recreation Report – Jonathan Cudzewicz;
Discussion: Ice Rink – new compressor installed set to start up 2/14/23. Park Statue preservation
- Superintendent of Recreation Report – Aly Graham;
Discussion: Daddy Daughter dance 2023 - 132 girls in attendance. Goals for programs.

Future of Aquatics & Comprehensive Master Plan –Jacky | PRI community meeting (1st) was well attended. Next meeting scheduled for 3/15/23 at 6 p.m. at River's Edge. Advertising and flyers will be distributed.

Baltic Mill Structural Assessment – Jonathon Cudzewicz | Final project report due by the end of March or beginning of April.

Unfinished Business:

Green Space Fees | Jacky

Discussion: Board recommendation for Jacky to continue working with County, Realtor's Association and other government entities.

Chiller Compressor replacement for Riverside Ice Arena | Jonathan Cudzewicz

Discussion: Insurance Company has been out waiting to hear back from them on coverage.

New Business:

Marketing Supervisor Job Description | Jacky

Twynning made a motion seconded by Nord to approve as presented that the Supervisor position is now graded at 14.

A roll call vote was taken with (4) voting yes. Motion carried.

Discussion: Regrading to align with other job descriptions within the District.

Glenn Green Farm Lease to Grant Anderson | Jacky

Twynning made a motion seconded by Nord to move that the lease be executed with Grant Anderson for Farm 2403 Track 7767 commonly known as the Glenn Green Property in the amount of \$3,825.00 with the agreement running 3/1/23 – 11/30/23 with 50% of the total lease paid with Belvidere Township Park District on 5/1/23 and the remaining 50% of the total paid on 12/1/23.

A roll call vote was taken with (4) voting yes. Motion carried.

Discussion: PDRMA reviewed and added clarification to lease exception added 30 day notice upon default.

Economic Interest Statement(s) | Jacky

Turn in Economic Interest statements to Jacky by 2/28/23. Plan turning in as a packet on 3/1/23;

Engagement Letter for Annual Audit with Lucas Group | Jacky

Twynning made a motion seconded by Nord to approve the engagement letter as prepared to the Lucas Group for fiscal year 2022 audit in the total amount not to exceed \$18,000.00.

A roll call vote was taken with (4) voting yes. Motion carried.

Discussion: Timeline for completion in past years was not good; Timeline clarified for 2023

Pre-Audit April; May actual audit; last meeting in June presentation.

Closed Session:

Twynning made a motion seconded by Marquardt to go into closed session at 5:50 p.m. for: Act 5 ILCS 120/2c(21) | Discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes.

A roll call was taken with (4) voting yes. Motion carried.

Open session resumed:

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:54 p.m. by Daniel Noble.

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

Action taken:

Twynning made a motion seconded by Marquardt to move to take the executive session meeting minutes for 7/26/22 and 10/11/22 off the table.

A roll call was taken with (4) voting yes. Motion carried.

Closed Session:

Twynning made a motion seconded by Marquardt to go into closed session at 5:55 p.m. for: Act 5 ILCS 120/2c(21) | Discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes.

A roll call was taken with (4) voting yes. Motion carried.

Open session resumed:

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:58 p.m. by Daniel Noble.

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

Action taken as a result of closed session:

Nord made a motion seconded by Twyning to approve and not release executive session meeting minutes dated 7/26/22.

A roll call was taken with (4) voting yes. Motion carried.

Nord made a motion seconded by Twyning to approve and not release executive session meeting minutes dated 10/11/22.

A roll call was taken with (4) voting yes. Motion carried.

Meeting adjournment There being nothing further to come before the board the meeting was adjourned at 5:59 p.m.

Respectfully submitted
Teri Becker