

BOARD MEETING MINUTES

BELVIDERE TOWNSHIP PARK DISTRICT

1006 Lincoln Ave. Belvidere, IL 61008

Boone County, Illinois

Meeting Date: 2/13/2024 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 Daniel Noble.

Roll call | was taken; In attendance: Daniel Noble, Mary Marquardt, Amy Nord, Gary Thacker and Jean Twyning.

Absent: None

Those also in attendance were Jen Jacky, Melissa Merkel, Aly Graham, Jonathan Cudzewicz

Absent: None

Meeting agenda |

Twyning made a motion seconded by Marquardt to approve the meeting agenda dated 2/13/2024. A voice vote was taken with all voting yes. Motion carried.

Approval of meeting minutes |

Twyning made a motion seconded by Marquardt to approve the General Meeting Minutes dated 01/23/24.

A voice vote was taken with all voting yes. Motion carried.

Expense Approval Report |

Twyning made a motion seconded by Marquardt to approve expenses for 01/24/24 -2/13/2024.

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

Discussion: None

Income Statement for January 2024 | Discussion | None

Growth Dimensions | Presentation | Discussion | None

Board Correspondence | None

Public Input | None

Staff reports |

- Executive Director Report – Jen Jacky;
Discussion: Lion's Club
- Administrative Service Report – Melissa Merkel;
Discussion: FirstMid interest update; Chart of Accounts Revision; Shelters rules, regulations and fee schedule revision; website available in all languages; request for shelter registration forms, rules and regulations to be available in Spanish online and in paper copy; Baltic Mill wedding registration form revision; Request for signage for bathrooms for Baltic Mill.
- Marketing Report – No Report
Discussion: None
- Parks & Recreation Report – Jonathan Cudzewicz;
Discussion: Ice rink update; Cottonwood playground update
- Superintendent of Recreation Report – Aly Graham
Discussion: Rec Mobile update

Comprehensive Master Plan – | Update | Jacky

Discussion | Marquardt | Edit(s) required; Appendix A on acreage; unhappy with recommendations presented; Keen Age Center not mentioned; separate Seniors and Hispanics; dam assessment statement not correct; remove lighting from paths. Staff and committees to review and prioritize for implementation to be reviewed quarterly. Add to annual calendar for Board review during the 1st quarter. Amendments to the plan are an option.

Nord made a motion seconded by Marquardt to adopt the Vision Plan, 2023 Belvidere Park District Comprehensive Master Plan A Vision for the Future as presented by Planning Resource Inc. effective February 13, 2024 upon completion of the deleted items and amended items discussed at the Board meeting on February 13, 2024.

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

Unfinished Business |

Annexation of Glenn Green Open Space | No update

IDOT Proposed Route 20 Expansion from Appleton to Shaw | Jacky

Discussion | Silo preservation options and contact information; safety berm plan and options;

Twynning made a motion seconded by Nord to table the De Minimis Impact letter provided by IDOT. A roll call vote was taken with all voting yes. Motion carried.

New Business |

Job Description | Park Security & Park Laborer | Jacky

Nord made a motion seconded by Twynning to approve the Parks Laborer position.

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

Discussion | General job position for department heads to utilize

Nord made a motion seconded by Twynning to approve the Park Security position.

A roll call vote was taken with (4) voting yes and (1) Marquardt voting no; Motion carried.

Discussion | Job responsibilities; District would have more control and coverage for the security of the Park. Fines and tickets process; Marquardt not in agreement; wants them to have support from local enforcement; not comfortable with the combined duties of maintenance of the facilities.

Cottonwood Playground Project | J. Cudzewicz

Twynning made a motion seconded by Nord to approve the donation of the original Cottonwood playground equipment to Kids Around the World. Kids Around the World must provide the park with certificate of insurance and must remove the playground equipment from the structure at their own expense.

Twynning withdrew motion

Twynning made a motion seconded by Nord to approve the donation of the original Cottonwood playground equipment to Kids Around the World. Kids Around the World must provide the park with certificate of insurance and must remove the playground equipment from the structure at their own expense by 5/1/2024.

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

Discussion | None

Farm Lease | Jacky

Twynning made a motion seconded by Marquardt to recommend that the Lease be executed with Grant Anderson for Farm 2403 tract 7767 commonly known as the Belvidere Park farm in the amount of \$3,825.00 with agreement running from 3/1/2024 – 11/30/2024 with 50% of the total lease paid to the Belvidere Township Park District 5/1/2024 and the remaining 50% of the total 12/1/2024.

Discussion | None

Proactive Replacement of HVAC Units in Administration Building | Jacky Twyning made a motion seconded by Marquardt to approve the purchase and installation by Nelson Carlson (2) HVAC units thermostats and humidifiers at the Administration building for the total cost of \$25,000.00.

A roll call vote was taken with all voting yes; Motion carried
Discussion | None

Statement of Economic Interest | Passed out to Board members to be completed and returned to Jacky by 3/12/2024.

Closed Session |

Nord made a motion seconded by Marquardt to go into closed session for Act 5 ILCS 120/2c(21) Discussion of minutes of meetings 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 vote was taken with all voting yes; Motion carried.

Nord made a motion seconded by Marquardt to go into closed session for Act 5 ILCS 120/2(c)(1) Discussion of the appointment, employment, discipline, performance and dismissal of specific employees or legal counsel for the public body.
A roll call vote was taken with all voting yes; Motion carried.

Closed session was exited at 6:35 p.m.

Open session was resumed at 7:26 p.m.

Roll call | was taken; In attendance: Daniel Noble, Mary Marquardt, Amy Nord, Gary Thacker and Jean Twyning.

Absent: None

Action taken as a result of Closed Session |

Marquardt made a motion seconded by Nord to approve but not release the closed session meeting minutes for 7/11/23, 7/25/23 and 8/7/23.

Discussion | None

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

Nord made a motion seconded by Marquardt to award the Executive Director a 3% merit increase of \$3073.00 to equal an annual salary of \$104,267.00 retroactive to 1/1/2024.

Discussion | None

A roll call 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 7:28 p.m.

Respectfully submitted
Teri Becker