

BOARD MEETING MINUTES

BELVIDERE TOWNSHIP PARK DISTRICT

1006 Lincoln Ave. Belvidere, IL 61008

Boone County, Illinois

Meeting Date: 2/11/2025 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: Mary Marquardt, Amy Nord, Daniel Noble, Gary Thacker, Jean Twyning

Absent: None

Those also in attendance were Jen Jacky, Aly Graham, Melissa Merkel, Tony Williams

Absent: None

Meeting agenda |

Nord made a motion seconded by Thacker to approve the meeting agenda dated 2/11/25. A voice vote was taken with all voting yes. Motion carried. Discussion | None

Approval of meeting minutes |

Twyning made a motion seconded by Marquardt to approve the General Meeting Minutes dated 01/14/25. A voice vote was taken with all voting yes. Motion carried.

Discussion | None

Expense Approval Report |

Twyning made a motion seconded by Marquardt to approve the expense report from 01/15/2025 to 02/11/2025. A voice vote was taken with all voting yes. Motion carried.

Discussion | None

Income Statement for December 2025 | Discussion | None

Board Correspondence | Thacker provided pictures for the mural for review by the Board.

Public Input | None – No members present

Staff reports |

- Executive Director Report – Jen Jacky
Discussion: Land Cash Ordinance; Stellantis; Youth Scholarship Fund Approval
- Administrative Service Report – Melissa Merkel
Discussion: CD rates and Money Market
- Parks & Recreation Report – Tony Williams
Discussion: Current projects and transition update
- Superintendent of Recreation Report – Aly Graham
Discussion: Sponsorships; Translation Devices & Training

Unfinished Business |

→ Aquatic Conceptual Design | Jacky

Discussion | Suggestions on the presentation and design review including opportunities for scaling down and submitting budget parameters.

→ IDOT Bike Path Route 20 Bypass | Jacky

Discussion | County Engineer and IDOT working on the project.

New Business |

→ Baltic Mill Phase 2 | Jacky/Williams

Marquardt made a motion seconded by Twyning to approve Firmita's proposal for Phase 2 repairs to the Baltic Mill in an amount not to exceed \$102,600.00.

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

Discussion | Phase 1 requirements and Phase 3 plans; roofing materials; historical structure guidelines; consistent monitoring of work being completed.

→Glenn Green Farm Lease | Jacky

Twyning made a motion seconded by Nord to approve 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 the agreement running March 1, 2025 through November 30, 2025 with 50% of the total lease paid to the Belvidere Township Park District on May 1, 2025 and the remaining 50% of the total paid on December 1, 2025.

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

→Parks Department Restructure | Jacky

Twyning made a motion seconded by Nord to approve the proposed restructuring of the Parks Department and updated job descriptions for the Buildings Foreman and the Grounds Foreman.

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

→Policies | Employment | 302 | Employment Background Check & Failure and Safety | 610 | Volunteer Background Check & Failure | Jacky

Nord made a motion seconded by Thacker to adopt the new policies: Employment Policy 302, Background Checks & Process for Failure to Pass and Safety Policy 610, Volunteer Background Checks & Process for Failure to Pass.

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

→Accessibility Consultation Training Services Proposal | Jacky

Twyning made a motion seconded by Marquardt to approve Accessibility Consultation and Training Services, Inc.'s proposal for the Accessibility Assessment of Parks, Facilities & Policies for the District basic scope and additional services including imbedding pictures, estimated cost of removal of the barriers and the development of the data matrix, in an amount not to exceed \$25,000.00.

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

Discussion | ADA transition plan; Frequency of reviews.

Closed (Executive) Session

Nord made a motion seconded by Twyning to enter into closed session at 6:06 p.m. under the following acts:

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.

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.

Open Session

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 6:49 p.m. by Daniel Noble.

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

Absent: None

→Twyning made a motion seconded by Thacker to approve a 3% performance increase to the Executive Director in the amount of \$3,224.58 per year for a total of \$116,084.59 retroactive to January 1, 2025.

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

→Twyning made a motion seconded by Nord to approve and release the closed session meeting minutes dated 8/13/24. 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 6:51 p.m.

Respectfully submitted

Teri Becker