

**MEETING MEMORANDUM**

**PROJECT:** Bob's Park/Meadow Street Park

**DATE:** January 16, 2008

**PLACE:** Belvidere Park District Conference Room

**PRESENT:** Mary Marquardt, Mark Luthin, Dave <sup>*Slitka*</sup> ~~Slitka~~, John Cook and Mike Kasper

**DISTRIBUTION:** All in attendance/Bob Howell

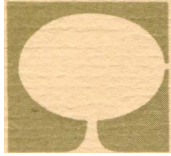
**PURPOSE:** To review the original park concept plan completed in 2005, as we are ready to move forward with Phase I, due to a recently received township grant

**DISCUSSION AND ACTION:**

1. The Belvidere Park District has received a Belvidere Township grant in the amount of +/- \$53,000 from Bob Turner, Supervisor of Belvidere Township. The funds need to be expended expeditiously, as the time left to complete work is short. Dan to verify grant time line and provide John R. Cook Associates with grant requirements and expenditure provisions.
2. The Park and Conservation Foundation has raised around \$23,000, so the total amount available is nearing \$76,000.
3. Dan Roddewig to research whether these dollars are eligible for a matching OSLAD grant, prior to charging ahead to expend the currently available \$76,000, as there is a possibility of ending up with \$150,000 for the first phase. (needs to be clarified)
4. The Park District staff will explore all possible grants that are available for application, besides the ones we mentioned above. In particular, contact is being made with the Community Foundation of Northern Illinois by Mark.
5. It was clarified that the house on the corner of Nebraska Avenue and Locust Street is not owned by the Foundation. The property is still to be acquired over time. The Park District does not have the funds to purchase the house now and the owner is not interested in selling.



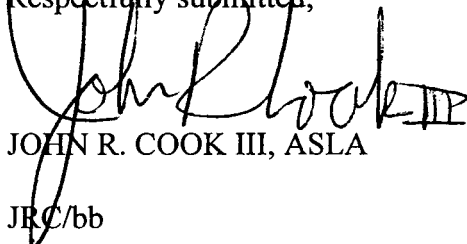
6. At the last discussion with the outlot owner, the original asking price was \$152,000 and the District offered the owner \$112,221. The owner then countered with \$150,000. The original Belvidere Park District appraisal was for \$123,000. It was indicated that the owner did not want to sell, partially because he has a problem with a 22- or 23-year old child that is handicapped and needs to be taken care of. John Cook suggested that the Foundation may want to explore whether there is a possibility of buying this property over time and letting the owner have lifetime tenancy, thus not having to pay taxes.
7. The Park District Foundation needs to explore an earlier offer made by Ross Wheeler years ago that John Cook recalled. Ross was matching certain dollars that others were kicking in. This arrangement, we believe, raised around \$10,000. Maybe Ross should repeat the challenge!
8. The second arrangement Ross discussed was to find 5 to 10 people who would agree to donate \$1000.00 a year for the next 5 years, thus providing a steady revenue stream each year of \$5,000.00 to \$10,000.00 for operations.
9. Dan to take Ross Wheeler to lunch and follow up on what ever happened to those proposals, after they discuss the latest fishing techniques.
10. John Cook to update the plan for display at the BOCO event on January 25<sup>th</sup> and 26<sup>th</sup>, so that it would be available.
11. John Cook to prepare a cost estimate of the total project within the next 30 days to try to determine the best way to get the “biggest bang for the buck” on this project for the dollars that are currently available.
12. The playground that was originally planned was a little over \$43,000 equipment purchase price from NuToys Leisure Products. John R. Cook Associates was asked to meet with NuToys to tweak and update the current price, which is a 3-year-old plan, to hold the \$43,000 budget in tweaked plans.
13. The plan that John Cook is currently working on indicates curb and gutter around the park. The park curb and gutter location was from the City, given to us by Craig Lawler. The Park District requested that we obtain something in writing. In reviewing this point after the meeting with Arc Design Resources, their office only has some rough meeting notes about the discussion with Craig Lawler, but nothing was officially documented. John R. Cook Associates to follow up with this information.



14. When we meet with the City on January 23<sup>rd</sup> to discuss the McKinley Avenue/ Prairie Fields V project, we will bring this information along and see if we can confirm in writing.
15. We will also request feedback from the City as to whether the City has funds available to add to the park infrastructure from the TIF fund or elsewhere to install the sidewalks and curb and gutter.
16. There was a discussion about 2 small city lots on 7<sup>th</sup> Street in Rockford that John Cook is aware of that the Rockford Park District Foundation would accept. John to explore further whether it is possible that these could be given to the Belvidere Park and Conservation Foundation, and whether, with a prearrangement, the Foundation could sell them to Habitat for Humanity for a fair value. The party that owns these lots is out of town for 30 days. We will follow up when he returns.
17. In the current plans there is no restroom or shelter, but at the discussion we were directed that if funding ever becomes available in the future, the restroom and shelter should be shown on the master plan.
18. We should explore with the City if there is a possibility of the City installing a water line and manhole in from the street, so that the District can have a drinking fountain, etc., as the District would not have funds to pay for this activity. Explore at McKinley Avenue meeting.

This basically constitutes our understanding and interpretation of the meeting. If you have any questions or comments, please do not hesitate to contact our office.

Respectfully submitted,

  
JOHN R. COOK III, ASLA

JRC/bb

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