

**Belvidere Township Park District  
Board Meeting  
March 14, 2017**

**Minutes**

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:06 p.m. Roll call was taken. Those present were Eric Dahl, John Ackman, Sam An, Jean Twyning and Mary Marquardt. Also present were Dan Roddewig, Mark Pentecost, Kim Kirkpatrick, Melissa Merkel and Paul McCaffrey.

**Meeting Agenda**

Jean Twyning made a motion to approve the meeting agenda for the March 14, 2017 board meeting, seconded by John Ackman. A voice vote was taken with all voting yes. Motion carried.

**Meeting Minutes**

Jean Twyning made a motion to approve the meeting minutes from February 28, 2017, seconded by John Ackman. A voice vote was taken with all voting yes. Motion carried.

**Financial Report**

There were no questions or comments on the financial report

**Bills for Payment**

There was a question on the purchase of a vehicle from Landmark Ford on the bills list, Dan Roddewig clarified the question. Jean Twyning made a motion to approve the bills for payment from February 1, 2017-February 28, 2017, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Board Correspondence**

There was no board correspondence at this time.

**Public Input**

Andy Racz came to the board at 5:13 p.m. and presented the board with a letter of recommendations he had regarding repairs at Harkless Park. Andy also spoke to the board about a park at Christie Lane and Highline Street.

### **Director's Report**

Dan Roddewig passed out to each board member a copy of the Executive Director Vacancy announcement. Dan said the Executive Director Vacancy position was posted on I.A.P.D's website now. Dan also passed out the I.A.P.D. membership cards to the board members. Dan said he had a meeting with the Parks & Conservation Foundation regarding the Bob's Park project. The meeting was regarding the additional feature they are adding at Bob's Park which is the conversation meditation seating area. The Parks & Conservation Foundation budget for the Bob's Park project is \$14,600.00. They are short of the budget so Dan suggested that they use some surplus material from the Belvidere Park District for the project. A question was brought up if the original attendees that attended the grand opening of Bob's Park could be contacted again as a potential donor of the current Bob's Park project?

### **Operation's Report**

Mark Pentecost stated that the Riverside Ice Arena closed for the season on March 5, 2017. The ice rink had a tough season with warm temperatures that caused the rink to close on some days. Mark stated that the operating statement for the Riverside Ice Arena will be coming soon. Mark had a man approach him about architectural salvage at the property at 207 W. Locust St. Mark said he would walk through the structure with the man to see if the man would purchase any items from the property for income for the district. Mark said the RFP's for the pool concession are out in the paper and on the Belvidere Park District website.

### **Human Resource Report**

Kim and Dan are meeting with Tim Knauf from Williams Manny on March 22, 2017 to review the quotes from other insurance carriers. Kim stated that Glenn O'Connell accepted the position of full-time Grounds Specialist and will be starting on March 20, 2017. Kim also stated that the Employee Appreciation Event at Riverside Ice Arena went well. There were about 40 attendees.

### **Unfinished Business**

There was no unfinished business at this time.

### **New Business**

Jean Twyning made a motion to approve the Waste Management Contract with effective date of April 1, 2017 for a one year term, seconded by John Ackman. A roll call vote was taken with all voting yes. Motion carried.

### **Employee Vacation Policy**

Jean Twyning made a motion to approve the updated vacation policy, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

### **Contract for Purchase of Land**

Jean Twyning made a motion to approve the contract for purchase of lots 16 and 17 of the Argallon Subdivision for \$36,000.00. Seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

### **Executive Director Selection Format and Calendar Discussion**

Dan Roddewig gave board members packets of sample Executive Director Contracts as provided by I.A.P.D. There was a discussion on whether to have a contract or no contract. There was also a discussion on having a secretary and recorder present at the interviews. Kim Kirkpatrick volunteered. There was also a discussion on meeting dates and times, tours, and if any outside participants will be in on the interviews. A tentative special meeting was scheduled for May 2, 2017 at 5:00 p.m. It was also consensus to have the interviews run on May 5<sup>th</sup> from 9am-4pm, May 6<sup>th</sup> from 9am-6pm and the second interviews dates will be May 12<sup>th</sup> from 9am-4pm and May 13<sup>th</sup> from 9am-2pm.

With no further business Jean Twyning made a motion to adjourn the meeting, seconded by John Ackman. A voice vote was taken with all voting yes. Motion carried.

Meeting adjourned at 6:40 p.m.

Submitted by  
Melissa Merkel