

Belvidere Township Park District
Board Meeting
April 11, 2017

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:04 p.m. Roll call was taken. Those present were Eric Dahl, John Ackman, Jean Twyning and Mary Marquardt. Sam An was absent. Also present were Dan Roddewig, Mark Pentecost, Kim Kirkpatrick, Paul McCaffrey and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to amend the agenda and move Item VIII.E. Professional Services Agreement Human Resource before staff Reports, seconded by John Ackman. A voice vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to approve the agenda as amended, 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 March 28, 2017 meeting minutes, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing March revenue and park district cash balances as of March 31, 2017.

Revenue from summer registration will start on Thursday, April 20th.

Bills for Payment

Jean Twyning made a motion to approve the bills from March 1-March 31, seconded by John Ackman. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

There was no board correspondence.

Professional Services Agreement Human Resources

Sue Buckwalter, HR Concepts, Inc submitted a proposal to assist the board in the Executive Director search, interview and selection process.

Sue would meet with the board prior to the interview process to identify key attributes that the board is looking for in the next Executive Director; Discuss the various parts of the interview and insure each of the steps in the process are assigned; document who is doing the opening welcome, interview questions, and closing; Document each interview and type up the responses from each candidate; Clarify if she feels a candidate did not sufficiently answer a question; Interject and keep the interview on track; Assist the board in narrowing down the candidates by reviewing the key attributes the board is looking for; Create a rating sheet to rank each candidate.

Eric Dahl made a motion to approve the consulting agreement between HR concepts, Inc. and Belvidere Park District dated April 4, 2017 at an hourly rate of \$100.00, seconded by John Ackman. A roll call vote was taken with all voting yes. Motion carried.

Director's Report

Dan Roddewig advised the board that we closed on the purchase of the two lots in the Argallon Subdivision on March 30, 2017. Now we are waiting on the transfer of the 9 ½ acres that we received as part of the land/cash ordinance. Dan will check with R.C. Pottinger to see what is holding up the transfer.

Operations Report

Mark Pentecost provided a revised Belvidere Park District Goals and Objectives. It included the Operational Goals and Objectives; Parks Goals and Objectives; Recreation Goals and Objectives and Special Recreation Goals and Objectives. Each area showed the objective, comments, status (in progress, ongoing or completion date).

The bridge boards for Doty Park have been replaced. The old boards will be repurposed at Glenn Green.

Human Resource Report

Kim Kirkpatrick continues to work with Tim Knauf from Williams-Manny on the park district's employee health insurance. He has put in a request to change our plan from First Health to the Employers Choice on Health (ECOH) network. Hopefully, we should have an answer by May 1st.

Swearing in of Commissioners

Jean Twyning made a motion to table the swearing in of commissioners, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Concession Contract for William Grady Pool 2017 Season

The Dari-Ripple of Belvidere LLC was the only vendor to respond to our RFP's for concession services at William Grady Pool for the 2017 aquatic season. This is a one year contract and they will pay the district 3% of their sales profit each month during the season.

Jean Twyning made a motion to approve the concession contract with Dari-Ripple of Belvidere to provide concession services at William Grady Pool for the contract period of May 15, 2017 to September 15, 2017, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

Parks Foreman Job Description

This job will be under the supervision of the Assistant Superintendent of Operations. The Parks Foreman will supervise, schedule and assign work to be performed for all park district grounds maintenance.

Under the Essential Responsibilities and Duties, the 8th bullet point needs to be deleted. This pertains to recreation program employees.

Jean Twyning made a motion to approve the Parks Foreman job description, omitting bullet point #8 under Essential Responsibilities and Duties, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

Burbach Aquatics Phase 1 Step 1 William Grady Pool Report

Dave Burbach, Burbach Aquatics, Inc provided a report of the technical evaluation of the William Grady Swimming Pool. Existing facilities included the pool vessel 1 & 2, decking, piping, filtration, recirculation pump, disinfectant system, chemical controller, pool heater, mechanical building, bathhouse structure and roof, HVAC systems, electrical system, utilities, pool lighting system and safety equipment.

In the next 12 ½ years he projects that \$446,000.00 will need to be spent in construction costs and \$1,164,480.00 in the next 25 years.

Paul Ollmann, Ollmann Ernest Martin Architects provided an estimate of \$247,123.00 for a total roof replacement. If the existing roof contains asbestos then an additional \$98,408.00 will be necessary for removing, monitoring, testing and bidding.

At 7:29 p.m. Jean Twyning made a motion to adjourn, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Submitted by
Debbie Kent