

Belvidere Township Park District
Board Meeting
December 12, 2017

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:10 p.m. Roll call was taken. Those present were Sam An, Eric Dahl, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the December 12, 2017 meeting agenda, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the November 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 November receipts and park district cash balances as of November 30, 2017.

Revenues for Third Base are up. Seth Whitman School has been maxed out at 60. An additional staff person has been hired so we can take up to 65.

Bills for Payment

There was a question on the invoice to Frontier for the Baltic-Mill phone of which \$400.00 was for on-site technicians. The jack in the basement was complete corroded. Gonative was an unathuroized purchase, so they credited back the total amount. Jacob Caltagerone paid for meals at Dave & Busters because the staff supervising the trip did not have enough money on their P-Card. The invoice to Bel Rock Asphalt Paving was to repair the asphalt around the catch basins at Rivers Edge parking lot. All Around Pumping was out and vacuumed the storm lines which were full of sand. This should prevent standing water issues from heavy rains.

Board Correspondence

There was no board correspondence.

Public Input

There was no public input.

Director's Report

Mark Pentecost has not had any further discussions with Mayor Chamberlain on the outdoor fitness court project. Brent Anderson, Public Works Director, provided Mark with a site layout and concrete and anchoring specs.

Mark had a conversation with Julie Stapler, County Clerk, on what was needed and the timeline to get an advisory question on the ballot this spring regarding William Grady Pool. After discussing this with Commissioner Marquardt, they felt it was too early and the wrong time. The recommendation would be to hold more public hearings and informational and feedback presentations.

Attorney Mike Scheurich has some concerns about the agreement with the Community Foundation to transfer the Riverfront funds to them. Mark will talk with him about his concerns.

Mark met with John Cook to discuss the direction and expectations of the preliminary work we authorized over a year ago. Revisions were made to reflect the more immediate need to gain access into the park by pedestrians, remove the east berm and complete internal path loops and connection to the city sidewalks.

Mark talked with Jen Jackie at the Belvidere YMCA regarding acquisition of the YMCA parking lot on Locust Street. She is open to the discussion of the acquisition and will discuss this with their planning committee.

The board reviewed the public address letter regarding the William Grady Pool Update. They made some revisions and gave them to Mark.

Superintendent of Parks Report

Todd Bex commented that the native plants and wildflower pods along the Mill Race will be burned off in late January or early February. The invasive plants at the Bracken property will be cleared out in January/February.

Human Resource Report

Kim Kirkpatrick commented that there are four supervisors registered for the state conference in January 2018.

Recreation Report

The NASR Winter/Spring brochure went out in the mail on Tuesday, December 5th. Gabe Castillo will be interviewing for the Marketing Assistant position that is currently open.

Levy Ordinance

Jean Twyning made a motion to approve the Annual Levy Ordinance 17-12-01, seconded by Eric Dahl. A roll call vote was taken with all voting yes.

2018 Board of Commissioners Meeting Schedule

Jean Twyning made a motion to approve the 2018 Board of Commissioners meeting schedule, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Policy for Review and Evaluation for the Executive Director

The board reviewed the Belvidere Park District Annual Employee Performance Full-Time Evaluation form which is currently being used by Supervisors and Executive staff to do our evaluations in-house.

Commissioner Marquardt asked that the board consider this form as a beginning point and framework to develop a policy for the evaluation of the Executive Director's position.

It was the consensus of the board that the board could utilize the same form with a few changes.

Eric Dahl made a motion to utilize the same format with evaluations being presented at the second meeting in November each year and the approval of increases will be at the 1st meeting in December each year, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Executive Session

At 7:00 p.m. Jean Twyning made a motion to go into executive session under 2(C)(1) of the Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district, including hearing testimony on a complaint lodged against an employee to determine its validity, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

At 7:50 p.m. regular session reconvened. Roll call was taken. Those present were Sam An, Eric Dahl, Paul McCaffrey, Jean Twyning, Mary Marquardt and Mark Pentecost.

Jean Twyning made a motion to adopt the full-time salary increases for 2018, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to approve the amount at \$3,213.91 out of network for Mark Pentecost, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

Eric Dahl made a motion to approve a 1% pay increase to the base salary of \$98,000.00 for the Executive Director. His new salary will be \$98,980.00. A roll call vote was taken with all voting yes. Motion carried.

There being no further business, the meeting adjourned at 7:57 p.m.

Submitted by
Debbie Kent