

Belvidere Township Park District
Board Meeting
January 14, 2020

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 Mark Muccianti, Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Jonathan Cudzewicz, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the January 14, 2020 meeting agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the December 10, 2019 meeting minutes, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Bills for Payment

Jean Twyning made a motion to approve the December bills, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Director's Report

Mark Pentecost asked the board to consider the idea of a Board Retreat now that we have a full board. The retreat would be hosted by Illinois Association of Park Districts. Mark will provide the board with the information and cost.

The process of the Community Engagement Committee Project is underway. Mark has been soliciting for any interested individuals who might want to be involved with the process. If commissioners know of anyone who would be interested, they can contact Mark. Commissioner Twyning suggested that Mark contact the two commissioners that had submitted a letter of interest to be a board commissioner.

Superintendent of Recreation Report

Rick Wulbecker introduced Sara Schuring, new Recreation Supervisor. She worked at Wauconda Park District for 18 years. Her first day of employment was Monday, January 13, 2020. Sara will be supervising programs including Preschool, Aquatics, Special Events, Adult and development of Early Childhood programs.

John Beachum, Marketing Supervisor, has been making contacts in the community.

There was a tournament at the Riverside Ice Arena last weekend. This was the second tournament this season and there was even a team from Mexico. There is one more tournament scheduled in February. The Rockford Ice Hogs will be using the rink this winter. Staff is waiting for them to give us a date.

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Superintendent of Parks Report

Todd Bex was on vacation. Jonathan Cudzewicz was present in his absence. Jonathan commented the tournament at the ice rink went well. There were some mechanical repairs done earlier this season on the Zamboni.

Superintendent of Administrative Services Report

Debbie Kent commented that staff has not been able to complete a payroll without having to contact Smart Fusion support. Debbie has asked that the maintenance contract be amended because there are some other modules that haven't been installed yet. She also asked that Smart Fusion be on-site for the first payroll after going live with Time Clock Plus at no additional cost to the district and they agreed.

Superintendent of Human Resources Report

Kim Kirkpatrick had no additions to her report.

Jeff Ellis Management Proposal

Staff received a proposal from Jeff Ellis Management LLC to provide aquatic management and lifeguard safety services for the district. All liability including training, in-service, time sheets, hiring and recruiting would be managed by Jeff Ellis.

Materials that would be supplied include lifeguard uniforms, time clock, lifeguard safety supplies, hip packs, whistles, emergency action plans, aquatic waterproof radios, online operating and documentation tracking, emergency equipment and first aid supplies and equipment for the aquatic area.

They also offer additional services for maintenance of the pool and Learn to Swim programs. Both would be at an additional fee.

Currently, staff proposes to keep the maintenance and swim lessons in house.

The total fee is \$100,161 for the operating season June 5, 2020 to August 3, 2020. This does include a onetime start-up fee of \$6,480.00 to get the aquatics center ready to open. In 2019 the district spent \$82,000.00 in salaries alone.

Once Rick Wulbecker receives a contract, he will share that with Attorney Scheurich for his review. It was suggested that we check with PDRMA to get their opinion of outsourcing the pool operations.

Jean Twyning made a motion to table the JEM proposal, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Executive Session

At 6:04 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meetings Act for the purpose of discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district, including testimony on a complaint lodged against an employee to determine its validity, seconded by Mark Mucciante. A roll call vote was taken with all voting yes. Motion carried.

Regular session reconvened at 7:01 p.m. Roll call was taken. Those present were Mark Mucciante, Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Mark Mucciante made a motion to have a discussion during the open session of the January 28, 2020 board meeting to establish 2020 goals and objectives for Mark Pentecost and to discuss a form to use for giving the Executive Director a proper performance review going forward, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

There being no further business, the meeting adjourned at 7:02 p.m.

Submitted by
Debbie Kent