

Belvidere Township Park District  
Board Meeting  
January 26, 2021

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:14 p.m. Roll call was taken. Those present were Jean Twyning, Sam An, Mary Marquardt and Mark Muccianti. Paul McCaffrey arrived at 5:40 p.m. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Commissioner Marquardt asked who had requested items VIII D, E, F to be put on the agenda.

Jean Twyning made a motion to approve the January 26, 2021 meeting agenda, seconded by Sam An. A voice vote was taken with Jean Twyning, Sam An and Mark Muccianti voting yes. Mary Marquardt voted no. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the January 12, 2021 meeting minutes, seconded by Mary Marquardt. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

There was no board correspondence.

Public Input

There was no one present for public input.

Director's Report

Mark Pentecost reported that staff is staying creative in our changing environment. Programs can run with a maximum of 50 participants or 50% of capacity of the facility.

Mark is working on a new pay structure that would absorb the \$15.00 per hour minimum wage by 2025.

The 3<sup>rd</sup> Base program is being offered at Meehan, Washington, Lincoln and Seth Whitman. Perry students are being bused to Rivers Edge. The program runs 2:00 – 6:00 p.m.

January 26, 2021

Page 2

Debbie Kent announced her retirement. Her last day with Belvidere Park District will be Friday, April 30, 2021.

### Goals and Objectives for 2021

Mark is working on combining the Goals and Objectives for 2021 that he received from the Board and staff. He should have that completed by the February 9<sup>th</sup>, 2021 board meeting.

### Appropriation Bill and Ordinance

Mark Pentecost is finalizing the Annual Appropriation Bill and Ordinance. He is revising the ordinance to include staff salary increases starting in June or July. His goal is to include salaries in the respective funds according to job responsibilities. As an example, Todd Bex will have 50% of his salary out of the Corporate Fund, 25% out of Recreation and 25% out of Liability (since he is the safety chairperson).

There was a question as to what "other" included under revenues for the Recreation Fund, Museum Fund and Liability Fund. This is for fees and charges.

Mark went through the funds and pointed out the cash on hand as of January 1, 2021, the estimated revenues and appropriation and estimated year ending balances. The Corporate Fund, Recreation Fund, Museum Fund, Liability Fund reflect a decrease in the year end fund balances.

There was discussion of the Special Recreation Fund and determining the true cost of a program. Staff is evaluating the type of program we offer to see if we are offering the right program for Belvidere Park District between traditional vs non-traditional programming. Currently the district is a part of a non-traditional program.

### Mowing Service Contract

The district published in the Rockford Register Star for bids for weekly mowing and trimming at 7 parks.

Lawn Maintenance Services, Inc. was the only bid received. They have been performing mowing services for the district the last three years with very few issues or complaints. By contracting out the mowing services, the district could reduce the need for mowers in the future.

January 26, 2021

Page 3

Paul McCaffrey made a motion to approve the contract with Lawn Maintenance Services, Inc for \$1155.00 per week in 2021 and \$1210.00 per week for the 2022 season, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

#### Solar Panel Installation at A.J. Pavilion

Todd Bex received a quote from Iconic Energy for the installation of solar panels on the roof of A.J. Pavilion at Doty Park.

The approval of the agreement is time sensitive to ensure the district is eligible for all possible incentives.

It will take 5 years to see the return on the savings. Rebates will be approximately \$18,000.00.

It was suggested that we notify A.J. Johnson of the improvements that are being made as well as making the community aware.

Jean Twyning made a motion to approve the agreement with Iconic Energy for the installation of solar panels on the roof of the A.J. Pavilion in the amount of \$28,564.00, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

#### Feasibility Study Update and Future Action

In late 2019 the Belvidere Park District and JEO Consulting Group entered into an agreement to conduct a community engagement process to help better understand community support for local aquatic programs.

The objective of the process was to inform the public and garner as much input as possible to allow the Belvidere Park District to make decisions on future aquatics, including recommendations for facility size, location, amenity preferences and preferred construction costs.

Mark Pentecost received a quote for \$80,000.00 to conduct a feasibility study that would be done in 7 different phases. It was suggested that possibly interested partners could share the cost of the feasibility study.

Commissioner Muccianti does not feel there is enough data points to gauge what the community wants. Before we move forward with a Feasibility Study, he feels the next step would be to get potential partners together, share our vision and start discussions on how they would interact

January 26, 2021

Page 4

with the project. Some partners discussed include School District #100 and #200, Belvidere YMCA and medical systems.

Commissioner Marquardt feels the feasibility study should be coordinated with the Master Plan Update scheduled for 2021.

The board agreed to set this discussion aside for two meetings.

#### Discussion on Board Meeting Structure and Effective Conduct

Mark Muccianti presented some ground rules for board meeting structure and effective conduct. The reason for the new structure is to 1) stay on topic, 2) Allow uninterrupted speech, 3) Structure, 4) Preparedness.

Also included in his information was a Roberts Rules Cheat Sheet and the proper procedure for handling a main motion and second.

#### Discussion on "Pay for Performance" Model for Salary Incentives

There was discussion on how to implement an incentive program that would be on top of the district's existing program. Currently, staff receives a year-end evaluation and is scored in several different categories. The total score determines the amount of a salary increase that is given.

Mark Muccianti commented that when developing an incentive program, it should be simple, clear and determined on how it affects the district as a whole.

#### Discussion on Process to Improve Transparency and Trust between Commissioners and Staff

Mark Muccianti would like to see what the scope of the process would look like to build trust and improve transparency between commissioners and staff.

There being no further business, the meeting adjourned at 7:54 p.m.

Submitted by  
Debbie Kent