

Belvidere Township Park District  
Board Meeting  
January 28, 2020

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:02 p.m. Roll call was taken. Those present were Mark Muccianti, Jean Twyning and Mary Marquardt. Sam An arrived at 5:04 p.m. and Paul McCaffrey arrived at 5:08 p.m. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the January 28, 2020 meeting agenda, seconded by Mark Muccianti. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

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

Board Correspondence

There was no board correspondence received.

Public Input

Don Sattler, a resident from Concord Crossing Subdivision, was present to discuss the park that is being proposed by the Village of Poplar Grove in his subdivision. He has talked with neighbors and residents in Concord Crossing and was there representing them and their opposition of the proposed park. Mr. Sattler also attended a recent Village meeting and shared his comments with them.

Prairie Green Subdivision is adjacent to Concord Crossing Subdivision and in the original plat, there were two lots platted for green space in Prairie Green.

Mark Pentecost had provided Mr. Sattler with a copy of the Belvidere Park District's Master Plan and Mr. Sattler commented that he supports the direction of land acquisition as outlined in the plan.

### Director's Report

Mark Pentecost advised the board there are 4 individuals that have expressed an interest in serving on the Aquatic needs committee. Staff will continue to push the exposure to the community to try and get a committee of 7-9 individuals.

Mark provided the board with correspondence from Illinois Association of Park Districts (IAPD) regarding an IAPD Board Self-Evaluation Program. It was the consensus of the board to try and schedule this on a 2<sup>nd</sup> regularly scheduled board meeting of the month. Suggested dates were February 25<sup>th</sup>, April 28<sup>th</sup>, May 26<sup>th</sup> or June 23<sup>rd</sup>. Mark will check with IAPD to see what date will work for them to come out.

### Ollmann Ernest Martin Architects-Baltic Mill Feasibility Study

Paul Ollmann and Leilani Schultz were present to discuss the approach they are taking with the feasibility study. They are focusing on establishing a committee of diverse backgrounds. Local groups will be contacted including the Boone County Arts Council, Boone County Historical Society, Community Building Complex, KeenAge Center and the Library to team up without duplication of offerings.

Paul Ollmann asked the board what they would base success on: preservation, number of people, usage, educational?

Mary Marquardt asked that they don't ignore the history of the mill.

There was discussion of access to the lower level restrooms.

### Lucas Group CPA's + Advisors 2019 Audit Engagement Letter

The board received a letter of understanding between the Belvidere Park District and Lucas Group to audit the districts 2019 finances. The cost of the audit is not to exceed \$15,000.00.

Commissioner An asked if staff had received proposals from other firms. Staff and the board have been satisfied with Lucas Group and feels the fee of \$15,000.00 is very competitive.

Jean Twynning made a motion to approve the letter of understanding with Lucas Group CPA's + Advisors LLC for the Belvidere Park District 2019 audit, seconded by Mark Muccianti. A roll call vote was taken with all voting yes. Motion carried.

Approval of Ordinance 2020-01, Amendment to Non-Discrimination and Anti-Harassment Policy

Public Act 101-0221 requires local governments to adopt an ordinance or resolution amending their existing harassment policies to incorporate a mechanism for reporting an independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official.

Jean Twyning made a motion to approve Ordinance 2020-01-01, seconded by Mark Muccianti. A roll call vote was taken with all voting yes. Motion carried.

Policy Manual for Board Review

Commissioners were provided a binder containing approximately 70 policies. Staff has worked to reduce the number to what they felt were truly policies and needed to be set by the board. There is a list that will be defined as procedures or best practices, that will still be guidance, but will not require action by the board. Some of the policies are already in place and some are new policies per the recommendation of PDRMA.

Mark Pentecost asked the board to review the policies and call himself or Kim Kirkpatrick with questions or concerns before the February 11, 2020 board meeting.

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

Jeff Ellis Management Contract-Tabled

Staff received the contract from Ellis Management Group, but it is still pending review by Attorney Scheurich.

This item will remain on the table.

2020 Budget and 2020 Appropriation Bill and Ordinance

Mark Pentecost is still finalizing the numbers for 2020 Budget and Appropriation Bill and Ordinance and asked the board to table this item.

Paul McCaffrey made a motion to table the 2020 Budget and Appropriation Bill and Ordinance, seconded by Jean Twyning. A voice vote was taken with all voting yes. Motion carried.

Agency/Executive Director Goals and Objectives for 2020

Mark Pentecost provided the board with 2020 Goals and Objectives for the agency including his own. He put the goals and objectives into buckets. 1) Planning/Capital Improvements Goals and Objectives, 2) Communication Goals and Objectives, 3) Recreational Services Goals and Objectives, 4) Financial Goals and Objectives, 5) Partnerships Goals and Objectives, 6) Expansion, Growth and Access Goals and Objectives, and 7) Professionalism and Cultural Goals and Objectives.

Goals will be long-range, sub-goals will be mid-range and objectives will be measurable tasks that can be accomplished in the short-range.

Mark Muccianti provided Mark and the board with a list goals and objectives he had drafted. Those included 1) Fulfill Mission and Values of the Belvidere Park District, 2) Develop a plan to improve community involvement to drive engagement and useful feedback, and 3) Outline current to 10-year Revenue/Expense comparison including cash flow analysis.

The board will compile and review the goals and objectives from all commissioners at the February 11, 2020 board meeting.

Jean Twyning made a motion to table the Goals and Objectives for the Executive Director, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Review and approve tool to evaluate the Executive Director

Mark Pentecost provided the board with sample evaluation forms that other park districts use to evaluate the performance of the Executive Director. Staff received samples from Wood Dale Park District, Plainfield Township Park District and Elmhurst Park District.

Mark Muccianti provided a performance evaluation form for consideration.

The board will review the evaluation forms and identify what they like or don't like.

Jean Twyning made a motion to table the Tool for Evaluating the Executive Director, 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 7:07 p.m.

Submitted by  
Debbie Kent