

Belvidere Township Park District  
Board Meeting  
March 10, 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 Jean Twyning, Sam An and Mary Marquardt. Mark Muccianti arrived at 5:27 p.m. and Paul McCaffrey arrived at 5:30 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 March 10, 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 February 25, 2020 meeting minutes, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing February income and park district cash balances as of February 29, 2020.

Bills for Payment

Rick Wulbecker commented on the payment to Genoa Park District. This is a shared cost with Genoa Park District for tickets to the Cubs game in June and August.

Jean Twyning made a motion to approve the bills for February 2020, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Director's Report

Mark Pentecost advised the board that he had received an acceptable Phase I on Sundstrand Park. The Parks and Conservation Foundation will accept the donation provided the Belvidere Park District will manage and maintain the property until it is transferred to BPD. Mark anticipates that the foundation will formally accept the donation at their meeting on March 16, 2020. Any media will have to be approved by Sundstrand. Staff hopes to have the park open this summer.

JEO is reaching out to individuals who expressed an interest to serve on the committee to evaluate the support of an aquatic facility. The survey response has been very low, but the majority appears to support both an indoor and outdoor facility.

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Mark has not received any updates on the Baltic Mill Feasibility Study. Staff is working with the Chamber of Commerce to hold an after-hours event in May to be held at the Baltic Mill and has asked that Ollmann Ernest and Martin be present.

#### Superintendent of Recreation Report

Rick Wulbecker informed the board that the Mom/Son Shamrock Dance has 25 couples signed up to date.

Commissioner An asked Rick if he had looked into offering auto renewal for programs. Rick did talk to other park districts and the auto renewal primarily applies to fitness or tennis center memberships.

Jean Twyning circulated the Northwest Quarterly that had an article about Belvidere Park winter activities.

#### Superintendent of Parks Report

Todd Bex commented that the ice rink was closed one week early due to improper compressor function. He has been in contact with Everything Ice and Johnson Control, but the issue has not been resolved.

Todd met with Corey Stout of IMEG to discuss the final design for Bloom playground and the Commissioners Grove shelter area.

Todd and Mark met with Jeff Linkenheld of Arc Design on the pathway development at Doty Park. The project should be out to bid by March 16, 2020.

Staff installed the water fountain in pond 5. Colored lights were added this year.

There was discussion of what the district can do to preserve the shorelines in Belvidere Park. Todd has a contact that has offered railroad ties free to the district. We would need to meet with the City of Belvidere because they have the equipment that we would need to set the railroad ties.

#### Superintendent of Human Resources

Kim Kirkpatrick commented that Matt Wright with Time Clock Plus will be on-site on Tuesday, March 24, 2020 to assist with the first payroll transferring actual swiped time into the payroll system.

There will be a full-time quarterly staff meeting on Wednesday, March 11, 2020 to review the recently adopted policy manual.

When the district switched to Harris Local Government for our accounting/payroll system, we did not purchase the Purchase Order module. Staff will get a price for that.

#### Superintendent of Administrative Services Report

Debbie Kent mentioned the Lucas Group will be on site April 21, 22, 23 for the district's 2019 audit. Preparing some of the report may be challenging with the new accounting/payroll software. Commissioner Muccianti suggested I get a list of reports that they need ahead of time to be more prepared.

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### Tabled Appropriation Bill and Ordinance and 2020 Budget

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

Mark Pentecost presented his final draft of the Appropriation Bill and Ordinance. He was able to reduce the expenditures between the Corporate and Special Recreation funds by approximately \$40,000.00.

In the Capital Improvements line items, the Doty Park Path Development was increased to \$250,000; the Bloom Playground was increased to \$120,000 (the footprint was increased for a new play feature); NASR Roof Replacement was added for \$80,000;

The Appropriation Bill and Ordinance will be adopted at the March 24, 2020 board meeting.

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

### Tabled Agency/Executive Director Goals

Jean Twyning made a motion to remove the Agency/Executive Director Goals and Objectives for 2020 from the table, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Mark Pentecost mentioned there were two areas that had been updated. 1) Financial Goals and Objectives to develop a Financial Policy for the district and 2) Safety Goals and Objectives.

Jean Twyning made a motion to accept and adopt the Executive Director Goals and Objectives for 2020, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

### Tabled Evaluation Tool for the Executive Director

Jean Twyning made a motion to remove the tool to evaluate the performance of the Executive Director from the table, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Mark Pentecost took the comments and ranking from the commissioners to establish specific goals and objectives to evaluate his performance. Those goals include 1) Community and Customer Focus, 2) Board Relations, 3) Management-Internal Operations, 4) Leadership and Planning, 5) Financial Performance. The board wanted to narrow down the number of objectives under each goal.

It was suggested that this item be tabled to proceed with the agenda items under New Business, then come back to this item for further discussion.

Jean Twyning made a motion to table the tool to evaluate the performance of the Executive Director, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

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### Tabled-Election of Officers for May 2020 to April 2021

There was no motion to remove this item from the table.

### Approval of a Lead Custodial Position and Job Description

Todd Bex commented that there is a need for a full-time lead custodian at Rivers Edge Recreation Center and for restroom facilities in the summer.

Paul McCaffrey made a motion to approve the Lead Custodian Position and Job Description, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

### Annual Facilities Report

Rick Wulbecker provided the board with a State of the Union snapshot of issues, opportunities, actuals and action plans for Rivers Edge Recreation Center, Prairie Fields Sports Park, the Baltic Mill and park pavilions.

The actuals included a 3-year trend analysis for the # of rentals and revenue.

- Rivers Edge Recreation Center rental revenue has increased over the last three years.
- Prairie Fields has had a decrease in revenue.
- Baltic Mill wedding revenue has increased.
- Park Pavilions revenue has increased.

If the board would like to see any additional information in the next report, please let him know.

### Safety Report

Todd Bex is the Safety Coordinator for Belvidere Park District. The district was selected to be part of a pilot B group that will assist PDRMA in developing a new process for the Loss Control Review. Part of the process will involve our consultant to come out and do more field evaluations. Jackie has already completed one field evaluation on our Third Base Program.

PDRMA has provided us with quality training programs and reviews of our procedures to become a more safety conscious district.

Belvidere Park District has a safety committee that meets monthly. The committee will be developing a mission statement for the district.

Security Professional of Illinois (SPI) has provided park security for the past four years. The past two years they have not written any ordinance violations tickets, only verbal and written warnings. Todd and SPI discussed the fine line between issuing tickets and warnings.

Graffiti has been down in the parks. Trimming trees and bushes around playgrounds provides a better sight line for authorities.

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The Belvidere Fire Department has offered to put the buoy's back in the river upstream from the dam. They will use this as a training opportunity.

Tabled-Tool to Evaluate the Performance of the Executive Director

Jean Twyning made a motion to remove the Tool to Evaluate the Performance of the Executive Director from the table, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

The commissioners went through the objectives listed under each goal to try and minimize the number of objectives to five.

- Community and Customer Focus: Keep A-E and delete F and change the verbiage in C to include F
- Board Relations: Keep A-D, delete E and combine F & G
- Management-Internal Operations: Keep A-E, change E to read "Adequate internal communication"
- Leadership and Planning: Keep A, D and E, delete B, C, F.
- Financial Performance: Keep C, D, E, F, H, J. On item F change the word forecast to projection, and change H to read "Provide adequate controls regarding financial matters including fundraising". Delete A, B, G, I, K, L, M.
- Safety Performance: Keep A-D

Paul McCaffrey made a motion to approve the Executive Director's evaluation form as amended, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

**Submitted by  
Debbie Kent**