

Belvidere Township Park District  
Board Meeting  
May 11, 2021

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:03 p.m. Roll call was taken. Those present were Mary Marquardt, Jean Twyning, Sam An and Daniel Noble. Amy Grafton was absent. Also present were Kim Kirkpatrick, Todd Bex, Rick Wulbecker, Mark Pentecost and Melissa Merkel.

Meeting Agenda

Mary Marquardt made a motion to approve the May 11, 2021 meeting agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Special Meeting Minutes April 26, 2021

Sam An made a motion to table the Special Meeting Minutes from April 26, 2021, seconded by Daniel Noble. A voice vote was taken with Sam An voting yes, Daniel Noble voting yes, Mary Marquardt voting no and Jean Twyning voting no. Motion failed.

Meeting Minutes

Mary Marquardt made a motion to approve the April 27, 2021 meeting minutes, seconded by Daniel Noble. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Melissa Merkel provided a financial report showing Park District cash balances as of April 30, 2021.

Bills for Payment

Mary Marquardt made a motion to approve the bills for payment for April 1, 2021 to April 30, 2021, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

There was no board correspondence

Public Input

Andy Racz was present for Public Input. Andy provided the board with some newspaper articles on the General Mills Park on Highline Drive. Andy also gave some background information on the history of General Mills Park. Andy asked the board to consider adopting and establish recreational programming at General Mills Park.

#### Director's Report

Mark Pentecost mentioned that he was able to have a brief phone conversation with Clint Morris, the newly elected Mayor of Belvidere. Clint is very busy with meeting after meeting but in the next few weeks he will meet with Mark Pentecost to have some advanced discussions.

Mark told the Board he has been in contact with Don Sattler, the new elected Village President of Poplar Grove about the singular park discussion. Mark received a letter dated April 16, 2021 from Owen Costanza on details of an IGA for the 3 parcels previously discussed. At the same time Mark Pentecost received correspondence from Don Sattler on the Villages intent to sell off those lots and his proposal was a donation of two smaller parcels to the Park District. Mark mentioned that Todd and Mark would be getting clarification and will keep the Board posted.

Mark Pentecost and Rick Wulbecker attended the Chamber event on May 5, 2021.

Mark passed out the Aquatic Feasibility Study Proposal. There was a brief discussion on what years the pools were installed and what years had updates. Mark's recommendation to the Board is to get moving on this project and he will be happy to answer any questions to the Board.

Mark Pentecost asked the Board to think about what each individual commissioners' definition of success is. Mark asked the Board to be prepared at the next board meeting to share their definition of a successful program and at what level the District should be providing subsidized support of private businesses.

#### Superintendent of Parks

Todd Bex mentioned that springtime is very busy for the Parks Department. They are hiring early this year so they will be fully staffed soon. Todd mentioned he would be willing to answer any additional questions the board may have on his report.

#### Superintendent of Recreation

Rick Wulbecker mentioned that the Rec staff is having much better luck confirming staff for the summer programming. Staff is feeling more confident. Rick mentioned Jeff Ellis would be hiring all lifeguards this year, Scott Meyer would be running the facility and the Guest Service staff and the Parks Department would still be maintaining the pool.

#### Superintendent of Human Resources

Kim Kirkpatrick stated that she and Nita Baier and Sue Cadie trained with Debbie Kent prior to her retirement on the tasks they would be doing going forward such as tax filing, tax payments, and IMRF.

Kim also stated that most of the summer staff is hired and they would be conducting orientations on May 17<sup>th</sup>, May 23<sup>rd</sup>, and May 26<sup>th</sup>.

There was a discussion on the safety and security of our servers and software in the district.

#### Unfinished Business

- a. Tabled: Approval of NuToys Lunar Blast Climber and Global Motion

Mary Marquardt moved to remove from the table the Approval of NuToys Lunar Blast Climber and Global Motion, seconded by Daniel Noble. A voice vote was taken with Mary Marquardt voting yes, Daniel Noble voting yes, Jean Twyning voting yes and Sam An voting no. Removed from the table.

Todd Bex provided 3 quotes from 3 vendors. A discussion was held on the playground equipment functionality and lifespan expectancy and no two structures are the same due to different vendors selling different pieces of equipment. A typical life expectancy is 20 years.

Mary Marquardt made a motion to approve the request from Todd Bex for the purchase of the two Landscape Structures from NuToys for Doty Park for the attached quoted price of \$50,540.00, seconded by Daniel Noble. A roll call vote was taken with all voting yes. Motion carried.

#### New Business

- a. Commissioner Twyning request for discussion of Board Conduct Policy

Jean Twyning took a moment to explain code of conduct and board ethic for board meetings. It was stated that the last board ethic was adopted in 2015. Jean Twyning reminded the board that they are one voice for Belvidere Park District. Mark Pentecost showed the Policy Manual and explained that it is a governing tool for staff and board members both paid and volunteers. The documents in the policy manual set good boundaries and guidelines.

- b. Discussion and review of current Public Participation Policy and Ordinance and review of recent discussions to determine if future recommendation for change is required

There was a brief discussion if the policy needed any changes or recommendations. No action was taken.

c. Resolution 21-R-0501 Appointment of new Authorized Agent of IMRF

Daniel Noble made a motion to approve Resolution 21-R-0501 to appoint Kimberly Kirkpatrick as the new Authorized Agent of the Illinois Municipal Retirement Fund for the District, seconded by Mary Marquardt. A voice vote was taken with all voting yes. Motion carried.

d. Approve Abatement Ordinance abating Debt Services for 2020 Series A Bond issuance

Mary Marquardt made a motion to table Abatement Ordinance abating Debt Services for 2020 Series A Bond Issuance, seconded by Daniel Noble. A voice vote was taken with all voting yes. Tabled.

e. Review of 2021 Annual Salary Increases effective April 1, 2021

Mark Pentecost reminded the board of all the prior correspondence and the board's approval back in February of the Salary Structure and Salary Matrix. Mark also stated that there were many discussions held with the board on when raises would occur. Mark said back in December he told the board that he would not be presenting salary increases to the board like in the past, instead Mark would be doing the math according to evaluation scores and where that raise fell on the matrix scale. Mark also reminded the board that raises were going to be issued the second quarter of 2021. Mark explained that Debbie Kent's was handled a bit differently because Debbie had filed for Retirement in 2021. Evaluations are based on the performance an employee did in the prior year. Mark felt that Debbie would have only been rewarded her raise on two checks for work she did in 2020. Mark felt that was an insult for a 38-year employee. Mark made the decision to retro pay Debbie Kent to the beginning of January 2021. Mark provided two supporting documents on this topic.

Next Meeting Agenda Items

Executive session minutes from October 2020 through April 21, 2021

Executive Session

It was requested by the Executive Director to go into Executive Session but after a discussion by the board no motion was made to enter Executive Session.

At 7:00 p.m. Mary Marquardt made a motion to adjourn, seconded by Daniel Noble. A voice vote was taken with all voting yes. Meeting adjourned.

Submitted by  
Melissa Merkel