

**Belvidere Township Park District
Special Board Meeting
July 20, 2021
Minutes**

The Belvidere Township Park District Special Meeting was called to order at 1:34 p.m. Roll call was taken. Those present were Mary Marquardt, Sam An, Jean Twyning and Amy Grafton. Daniel Noble was absent. Those also present were Kim Kirkpatrick and Melissa Merkel. Todd Bex and Ray Ochromowicz attended on zoom.

Meeting Agenda

Twyning made a motion to approve the July 20, 2021 special board meeting agenda, seconded by Marquardt. A voice vote was taken with all voting yes. Motion carried.

New Business

- a. Zoom interview- Interim Executive Director Proposal with Ray Ochromowicz-Executive Decisions Consulting

The board met Ray Ochromowicz on zoom and the board introduced themselves to him. Ochromowicz gave some background information on himself and how he became aware of this opportunity. Ochromowicz stated he served as interim for Dekalb Park District for about 5 months previously and most recently for 2 months. He also stated he did some interim work for LaGrange Park District as well. Ochromowicz stated that both districts he previously was interim had also been going through some critical issues as well like collective bargaining and negotiating. He stated that he was in the office on Mondays and attended one board meeting a month for Dekalb. The rest of the week he was available on zooms or phone calls, texts, or emails. Ochromowicz has a 36-year career in parks and recreation. Ochromowicz has served on the PDRMA board for 10 years. Ochromowicz has specialties in recreation, programming and development and enhancements. Ochromowicz stated that he served in these capacities as an independent contractor. Kirkpatrick asked Ochromowicz some questions on behalf of the board and his responses were as follows

1. Mr. Ochromowicz, you have been an interim ED for other park systems. Where? What types of situations did you handle? What do you think Belvidere needs that you could do?

Kirkpatrick stated he already answered the first question in his background information.

2. How much background information do you currently have on Belvidere Park District? Based on that information, what do you think Belvidere Park District's priorities should be?

Ochromowicz stated he looked up where the district was located, and it would be an hour and a half drive. He stated he looked on our website and read through about 6 or 7 of the board meeting minutes. He stated he felt our priorities should be

1. Filling staff vacancies
2. Becoming familiar with the current staff and access the challenges that they face and what are the boards pressing needs.

3. How would you define the Park Board's role in managing an "interim directorship"? What would you need from us as a board going forward?

Ochromowicz stated that finding out what the pressing needs are, understanding the role between the board, the ED, the interim director, and the leadership staff. He stated that this is not the same as someone coming in here looking for a career. This is to fill the gap between the former ED and the incoming ED. Ochromowicz also stated that he would be here to keep an eye on the goals of the district. Twynning asked if Ochromowicz has ever advised or assisted a board with the selection of an Executive Director? Ochromowicz stated yes, he has conducted the search for Dekalb Park District and LaGrange Park District.

4. Open door policy, communication by staff and upper management

Marquardt asked what Ochromowicz's definition of a leadership team is? Ochromowicz's stated that he looks at the leadership team as department heads, administrative assistants or those that run and make decisions for departments of the district.

5. Have you worked with PDRMA? If so, do you have experience in providing the reports that they require to determine our insurance rates?

Ochromowicz stated that he has served on the PDRMA board for 10 years and he is familiar with some of their processes. He stated he is familiar with some of the numbers that we would need to fill out the report. Ochromowicz suggested that we contact the auditor to see if they could assist with some of the figures.

6. Our audit is not complete. Do you have the experience to help us complete it?

Ochromowicz asked the board if we are using a local auditor? Kirkpatrick stated the Lucas Group is the firm we have used in years prior.

7. Bond payments, Levy, Appropriation Bill and Ordinance, filings and our budget going forward are imminent. Do you feel you would be able to help us in this area?

Ochromowicz said he would work with the Executive staff and help get paperwork submitted.

8. We have a levy due; the first week in September, if you were to start on August 16, 2021 would that give you enough time to get it filed properly and on time?

Ochromowicz said there is a way to use the existing levy and bump it by a percentage and submit that. He stated that is not an ideal way to do it, but it could be done to make sure the levy is submitted in time. He stated an interim could look at all the figures and have it done in a few weeks.

9. What is your opinion regarding open positions, Rec Supt, and Parks Supt? Would you recommend the board engage our current Parks Supt as a consultant? Should we as a board fill these positions or wait to allow a permanent ED to interview and hire?

Kirkpatrick said he already answered this question above.

10. Belvidere Park District is in a transition period. Do you have advice to make it a smooth transition?

Ochromowicz said when there is a gap period between a former ED and the new ED the board gets involved and runs things until the board hires an interim. He also stated that sometimes when the interim starts the board stays involved in the day-to-day operations and then there becomes confusion of who is running day to day operations. He stated that the interim would bring any issues to the board President and then the board President would address any issues to other board members if needed.

11. Perkin and Will Pool Study is being initiated. Have you ever worked with a feasibility study? Would you be comfortable as the district's contact person?

Ochromowicz stated that he would be comfortable as the contact person for the feasibility study and yes, he has been a part of a feasibility study before. He stated he would need the background information on the study.

Twynning asked Ochromowicz when he would be able to start. Ochromowicz stated he would be able to start first week in August.

There was a brief discussion on how the interview went with Ochromowicz. The board said the interview went well, he seems enjoyable to work with, and he is very informative.

b. Approval of IAPD Executive Director Search Brochure

There was a discussion of the brochure, and some changes were proposed. The changes proposed were changing the name to Belvidere Township Park District, spelling change on Pettit, SwedishAmerican is one word, adding it to say 3 major health networks, adding 3rd base and Camp Compass, defining partnerships, adding develop a 5-year master plan, grant writing, forecasting, aquatic feasibility study and referendum. It was also suggested on the last page item 6 changing letter b. to say, State and discuss your philosophy of parks and open space.

There was a discussion on if Ochromowicz could assist with IAPD on the ED search.

Marquardt made a motion to approve the IAPD Executive Director brochure subject to changes, seconded by Twynning.

Marquardt made a motion to approve the IAPD Executive Director brochure subject to changes made by the board in this meeting and based on approval from the board after Kirkpatrick sends it to the board by email, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

Marquardt withdrew her original motion. Twyning withdrew her second on the original motion.

c. Cancellation of Purchase Order #129

Marquardt made a motion to approve the cancellation of purchase order #129, seconded by Twyning. A roll call vote was taken with all voting yes. Motion carried.

Unfinished Business

a. Approval of Purchase of Replacement Truck

Twyning made a motion to approve the purchase of one used 2020 Chevy Colorado for the purchase price of \$29,903.05, seconded by Marquardt. A roll call vote was taken with all voting yes. Motion carried.

b. Approval of Project Management Proposal from Todd Bex

There was a brief discussion on Todd Bex's proposal. Kirkpatrick stated Bex would stay on as a part time employee working 24 hours a week and the district covers the cost of his cobra insurance and he keeps his vehicle stipend of \$600.00. This is for September 1, 2021 through November 30, 2021. In addition, he would also help assist with the orientation with the new Supt of Parks. An asked if this date could be shortened if the new Supt of Parks is trained and ready to go before Bex's final date is over.

Twyning made a motion to accept the proposal from Todd Bex to remain as a part time employee of the district, the position would be at his current salary based on a 24 hour work week and continuation of the vehicle stipend, the scope of this work would include project management for the approved capital projects that the district currently has in progress, these projects are to be completed during the 2021 budget period, he will be available to contractors and sub-contractors via his park district issued cell phone, the district will pay the cobra coverage for his insurance for the months he is employed part time, this time period will be September 1, 2021 through November 30, 2021, all 2021 projects are scheduled to be completed on or before November 30, 2021, he will also assist in the orientation of the new Supt of Parks should that be required, his part time status would conclude as of November 30, 2021, seconded by Marquardt. A roll call vote was taken. Twyning voting yes, Marquardt voting yes, An voting no, Grafton voting yes. Motion carried.

At 3:15 p.m. Marquardt made a motion to adjourn, seconded by Twyning. A voice vote was taken with all voting yes. Motion carried.