

Belvidere Township Park District  
Board Meeting  
August 13, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:13 p.m. Roll call was taken. Those present were Sam An, Jean Twyning and Mary Marquardt. Paul McCaffrey was absent. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the August 13, 2019 meeting agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Commissioner Twyning had requested a few changes on page 3 of the July 23, 2019 minutes under the discussion of the Baltic Mill Professional Services.

Jean Twyning made a motion to approve the July 23, 2019 minutes as amended, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing July receipts and park district cash balances as of July 31, 2019.

Bills for Payment

Jean Twyning made a motion to approve the bills for payment for July 1 to July 31, 2019, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

Mark Pentecost commented that a third Letter of Interest for the commissioner vacancy was received. To start the process, Mark asked the commissioners to put interview questions together and e-mail them to Kim Kirkpatrick to discuss at the September 10<sup>th</sup> board meeting. The August 27<sup>th</sup> board meeting has been cancelled. Commissioners can conduct interviews at the September 24<sup>th</sup> board meeting or schedule a special meeting.

Director's Report

Mark Pentecost met with Mayor Chamberlain and Brent Anderson on August 8<sup>th</sup>. Mark believes that we can continue to build a strong relationship with the City and will work with them to construct an Inter-Governmental Agreement.

There were 180 individuals that participated in the 2019 Fair Questionnaire. Questions specifically addressed the William Grady Pool and Baltic Mill.

#### Superintendent of Recreation Report

Rick Wulbecker thanked all the staff for taking shifts at the park district booth for the Boone County Fair. The park district shared a booth with the Boone County Conservation District.

A job posting for the marketing position will be posted the week of August 12<sup>th</sup>. Gabriel Castillo submitted his resignation on Friday, August 9<sup>th</sup>.

#### Superintendent of Parks Report

Todd Bex provided a picture of the Indian sculpture that was created by Mike Bihlmaier. He will put a press release in the Boone County Journal. Todd is in the process of repairing and refinishing the rest of the pieces. The Indian Village will be installed on the concrete pad located to the east of the Administration building. Lighting will be installed to illuminate the Indians.

#### Human Resources Report

Kim Kirkpatrick had nothing to add to her report.

#### Superintendent of Administrative Services

Debbie Kent had nothing to add to her report.

#### Board Retreat-Tabled

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

#### City of Belvidere Easement

The City provided an easement agreement with corrections and amendments requested by the Belvidere Township Park District.

Jean Twyning made a motion to approve the Sanitary Sewer Easement Agreement with the City of Belvidere for a 20' easement running through Hickory Bills Island, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

#### Belvidere Park Paving Project

Bids for the Belvidere Park Path Repairs project were due Tuesday, August 13, 2019. Bids were provided by Curran Contracting Company, TAT Enterprises Inc., Stenstrom Excavation and Blacktop, William Charles Construction, and Northern Illinois Service Co.

The lowest qualified bidder was Stenstrom Excavating and Blacktop Group with a base bid of \$50,250.00 and an Alternate 1 bid of \$15,375.00 and an Alternate 2 bid of \$7,675.00 for a total contract bid of \$73,300.00.

Jean Twyning made a motion to approve and award the paving contract to Stenstrom Excavating and Blacktop Group for a total of the base bid and Alternate 1 and 2 in the amount of \$73,300.00 for the pathway improvement project within Belvidere Park, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

#### Purchase of a 2018 Ford F450 Regular Cab Dump Truck

At the April 9, 2019 board meeting the board approved the purchase of a 2019 Ford F350 XL 4x4 Dump Truck through the state bid for \$40,169.00. Unfortunately, Ford has discontinued the production of the 2019 models. Staff research for a comparable replacement and found a new 2018 Ford F450 4x2 Dump Truck with an 11' dump box.

The purchase price of the vehicle with title and M plates is \$44,895.00

Jean Twyning made a motion to approve the updated purchase of a 2018 Ford F450 Dump Truck with an 11' dump box for the purchase price of \$44,895.00, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

#### 2018 Master Plan Goals and Objectives

Mark Pentecost facilitated an exercise with the board to establish and prioritize the Master Plan Goals and Objectives. There are five major goal areas with 27 objectives. Each commissioner was asked to select their top two objectives within each goal area.

Paul McCaffrey was absent, so in order to rank and score appropriately, Mark needs to finish the exercise with him.

#### Executive Session

At 6:44 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meeting Act for the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district, including hearing testimony on a complaint lodged against an employee to determine its validity, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Regular session reconvened at 7:15 p.m. Roll call was taken. Those present were Sam An, Jean Twyning and Mary Marquardt. Also present was Mark Pentecost.

There was no action taken as a result of Executive Session.

There being no further business the meeting adjourned at 7:16 p.m.

Submitted by  
Debbie Kent