

Belvidere Township Park District
Board Meeting
October 8, 2019

Minutes

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

Meeting Agenda

Jean Twyning made a motion to approve the October 8, 2019 meeting agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

At the September 24, 2019 board meeting the board conducted interviews to fill the commissioner vacancy. This was done in open session. The minutes do not include their responses to the questions asked during the interviews. Debbie Kent will see if she still has the recording of the open meeting so the minutes can be amended accordingly.

Jean Twyning made a motion to table the September 24, 2019 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing September Income and park district cash balances as of September 30, 2019.

Bills for Payment

Jean Twyning made a motion to approve the bills for the last billing period, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

Rick Wulbecker received a letter from Andy Johnson with the Rockford Table Tennis Club. Their club has been renting the gymnasium at Rivers Edge Recreation Center for \$10.22 per night and the district has been storing their tables at no additional fee. Staff was proposing a rental fee of \$20.00 an hour which is a 50% discount off the normal rate of \$40.00 an hour. They cannot

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afford the rental fees as proposed by Belvidere Park District and will be withdrawing their contract and removing their equipment.

Director's Report

Mark Pentecost was at the Stroll on Buchanan on Sunday, October 6th for the unveiling and dedication of the Belvidere Park District's centennial mural.

Mark has had a conversation with Owen Costanza, Poplar Grove Village President. Owen has been getting negative feedback from Poplar Grove residents that they pay taxes to Belvidere Park District, but they don't feel we are getting anything in return. Mark explained to him that five years ago, the park district approached Poplar Grove asking for funding to develop a park as a joint venture and they did not support the idea. Channel 17 called Mark and asked for his comments on the issue.

Mark has started the process of soliciting a consulting firm to assist with drafting an advisory question for the Spring 2020 ballot. Two decisions need to be made. The first one is to decide where to locate a new Aquatic Center and secondly, how much money should the district ask for to complete the project, depending on the type of facility. It was the consensus of the board that keeping the facility in Belvidere Park comes with too many physical constraints. The board discussed relocating a new Aquatic Facility to Prairie Fields because the district already owns the land. The board will need to make a decision on the advisory question at the October 22, 2019 board meeting.

On July 23, 2019 two firms were at the board meeting to discuss the Baltic Mill and its potential for re-use and addressing its structural deficiencies. With the budget process in full swing, Mark would like some decisions from the board as if they would like the mill repurposed or keep it as is. To restore the mill the project could be done through a referendum or by using the dedicated money in the Museum Fund in coordination with private donor money and fundraising.

Superintendent of Parks Report

Todd Bex introduced Tony Williams the new Buildings Foreman. He comes to the district from OSF Hospital where he was a lead maintenance tech for 13 years.

Todd presented a list of all capital projects by park and facility. His goal is to have realistic quotes on the priority projects by the end of the year. The board asked Todd to prioritize those CIP items.

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Superintendent of Recreation Report

Rick Wulbecker is currently working with Creekside Printing in Elgin, IL to design and print the Winter/Spring Go Guide. This will go out in the mail as an insert in the Boone County Shopper the first week of December.

Superintendent of Administrative Service

Debbie Kent had no additions to her report.

Human Resources Report

Kim Kirkpatrick announced that she hired Sue Cadie as a part-time Administrative Assistant. She comes to us from Alpine Bank/Belvidere Bank where she worked as a Marketing and Communications Coordinator for 12 years. Her first assignment is to review board packets and/or minutes to compile all policies that have been adopted by the board over the past 40 years.

Kim received a quote from Gallagher for approximately \$22,000.00 to update the districts Personnel Policy Manual and employee handbook. Staff has decided to do the manual in-house.

Questionnaires have been sent out to 14 applicants for the Marketing Supervisor position. After reviewing their responses, staff will narrow the applicants down to the top 4 for the in-person interviews.

Board Retreat-Tabled

Sam An made a motion to remove the Board Retreat from the table, seconded by Jean Twyning. A voice vote was taken with all voting yes. Motion carried.

Sam An and Paul McCaffrey do not feel there is a need for a board retreat.

Sam An made a motion to remove the board retreat from the agenda, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Meeting Agenda Altered

Jean Twyning made a motion to have the Recreation Supervisor Job Description as the next item on the agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Recreation Supervisor Job Description

Rick Wulbecker, Kim Kirkpatrick and Mark Pentecost have been working on the creation of a Recreation Supervisor position. This position will replace the Recreation Manager-Special Events Coordinator and Recreation Supervisor-Aquatics, Arts and Preschool.

Rick will be taking over the supervisory and administrative duties from the Recreation Manager position.

Jean Twyning made a motion to approve the new job description for the Recreation Supervisor full-time position, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

Appointment of Commissioner to Fill Vacancy

At the September 24, 2019 board meeting, the board interviewed three candidates for the park board vacancy and feel they are ready to vote.

Sam An made a motion to appoint Mark Muccianti as the 5th commissioner for the Belvidere Park District, seconded by Paul McCaffrey. A roll vote was taken with all voting yes. Motion carried.

Executive Session

At 7:05 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meetings Act for the purpose of 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.

At 7:31 p.m. regular session reconvened. Roll call was taken. Those present were Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

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

There being no further business, the meeting adjourned at 7:31 p.m.

Submitted by
Debbie Kent