

Belvidere Township Park District
Board Meeting
December 10, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:08 p.m. Roll call was taken. Those present were Paul McCaffrey, Jean Twyning and Mary Marquardt. Sam An arrived at 5:09 p.m. and Mark Muccianti arrived at 5:12 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 meeting agenda as amended to include Senator Syverson as the first item of business, seconded by Paul McCaffrey. A voice vote was taken with Jean Twyning, Paul McCaffrey and Mary Marquardt voting yes. Sam An abstained. Mark Muccianti did not arrive until 5:12 p.m. Motion carried.

Senator Dave Syverson has been working with Rick Wulbecker, Superintendent of Recreation, for the district to receive a grant from the Legislative Sportsman Caucus. A grant for \$1,000.00 was presented to staff to help support the park district's annual Special Recreation Camping Trip.

Meeting Minutes

Jean Twyning made a motion to approve the November 26, 2019 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Financial Report

On the October Financial Report, there was a donation of \$5,000.00 and the board had asked who the donation was from. The individual that made the donation asked to remain anonymous. Commissioner An asked if the district has a policy for recognizing individuals who make donations.

Bills for Payment

The November bills list was generated out of the district's new financial software. Debbie Kent explained the new look and information provided on the report.

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Director's Report

Mark Pentecost advised the board that he visited a resident owning the property adjacent to the proposed park land that Owen Costanza stated the Village of Poplar Grove was interested in acquiring. They expressed their opposition. Mark gave them a copy of the Belvidere Park District's Master Plan.

Commissioner An has requested discussion on a few topics.

- 1) Tablets for the Board: New tablets have been received. E-mail and Dropbox needs to be installed.
- 2) Attorney Fees: Over the past three years, the amount paid to Attorney Scheurich has decreased, but the district uses another law firm for personnel matters and PDRMA for workers compensation and general liability.
- 3) Vehicle Use for the Director, Superintendent of Parks and Superintendent of Recreation: This will be discussed at a later date.
- 4) Confidential Meetings: Staff is working on a policy that would address confidential meetings/conversations with one on one staff or board members and what constitutes confidential and how it would be handled.

Mark included a copy the 2019 Goals and Objectives for the Executive Director.

Superintendent of Recreation Report

Rick Wulbecker announced that Betheny Kopera's last day with the district is Friday, December 13, 2019.

Rick introduced John Beachum, Marketing Supervisor. His first day of employment was Monday, December 2, 2019. His goals are to integrate a communication system, establish a planning process, review our media mix, Attract/Engage/Delight.

Superintendent of Parks Report

Todd Bex is working with Attorney Scheurich to develop an easement agreement with the homeowner next to 315 W. Locust Street with the recommendations provided by PDRMA.

Superintendent of Human Resource Report

Kim Kirkpatrick commented that staff has started the interviewing process for the open Recreation Supervisor position.

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Superintendent of Administrative Services Report

No additions to Debbie Kent's report.

Alcohol and Drug Abuse Policy

Kim Kirkpatrick used the PDRMA's model policy that considers the Cannabis Control Act (720ILCS 550/1, et seq) that goes into effect on January 1, 2020.

Commissioner McCaffrey asked why the federal and state acts were not included in the policy. He feels it should be a part of the policy.

Jean Twyning made a motion to approve the updated Alcohol and Drug Abuse Policy effective on January 1, 2020, seconded by Mark Muccianti. A roll call vote was taken. Jean Twyning, Mark Muccianti, Sam An and Mary Marquardt voted yes. Paul McCaffrey voted no. Motion carried.

2020 Board of Commissioners Meeting Schedule

Jean Twyning made a motion to approve the 2020 Board of Commissioners Meeting Schedule, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Adopt the Annual Levy Ordinance 19-12-01

Commissioner Muccianti asked if the district had a 10/20-year plan for replacement of assets. He feels this is critical to assist with long term capital expenditures.

Jean Twyning made a motion to adopt the Annual Levy Ordinance 19-12-01, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Executive Session

At 6:26 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meeting Act for the purpose of 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 Paul McCaffery. A roll call vote was taken with all voting yes. Motion carried.

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At 8:05 p.m. regular session reconvened. Roll call was taken. Those present were Sam An, Mark Muccianti, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present was Debbie Kent.

Jean Twyning made a motion to accept the suggested salary increases not to exceed \$30,000.00, seconded by Mark Muccianti. A roll call vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to approve the amount of \$3,235.23 to be placed in a Deferred Compensation Medical Expense Account for Mark Pentecost for the calendar year of 2020, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to give the Executive Director a 2% increase (\$2,135.18), seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

At 8:11 p.m. Mark Pentecost, Rick Wulbecker, Todd Bex and Kim Kirkpatrick rejoined the meeting.

There being no further business, the meeting adjourned at 8:12 p.m.

Submitted by

Debbie Kent