

Belvidere Township Park District  
Board Meeting  
January 22, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:06 p.m. Roll call was taken. Those present were Sam An, Paul McCaffrey and Mary Marquardt. Absent were Eric Dahl and Jean Twyning. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Sam An made a motion to approve the January 22, 2019 meeting agenda, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Paul McCaffrey made a motion to approve January 8, 2019 meeting minutes, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

There was no board correspondence.

Public Input

There was no one present for Public Input.

Director's Report

Mark Pentecost advised the board that the City of Belvidere is requesting that the park district grant a sanitary sewer easement for no compensation. Mark has talked with Mayor Chamberlain and expressed it is the park districts desire to work together on all things and we would review their request. Mark would like to use this opportunity to open dialogue on a more comprehensive intergovernmental agreement that would mutually benefit both parties and strengthen our relationship. Mark asked the board for their feedback by February 1, 2019.

Mark has been researching an appropriate Centennial project to accomplish this year that would have a lasting impact but be within our resources this fiscal year. He is proposing a "Commissioner Grove" concept near the sheet pile area in the center section of Belvidere Park. His thoughts are to construct a mid-size shelter with views of the dam and swinging bridge. The shelter would be named William Bowley Pavilion in recognition of the County Clerk who started

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the park district with his efforts of securing the tax and pursuing acquisition of most of the land that today is Belvidere Park. Recognition of Commissioners could include brick pavers, trees, and public art.

Mark is working on a process for settlements from 2017 no-claim payments for the self-funded insurance program. He is anticipating approximately \$50,000.00.

The Parks and Conservation Foundation have been discussing a Gala at the Baltic Mill. In order to create floor space the recommendation would be to sell or donate the mechanics and contents in the Mill that are not original to the structure. The board would have to agree to this direction and deem these items as surplus.

Staff will be ordering business cards for the commissioners. The cards will include e-mail addresses and phone numbers.

#### Superintendent of Recreation Report

Staff was asked to rank the Red Zone marketing initiatives. The top three marketing initiatives from staff included 1) Community Outreach, 2) Social Media, and 3) Registration Boosts.

The board will provide staff with their rankings.

#### Marketing Manager Job Description

Kim Kirkpatrick and Rick Wulbecker worked together to develop a Full Time Marketing Manager Job Description.

The managerial aspect was taken out of the job description so the Marketing Manager can solely dedicate their time for the coordination and execution of comprehensive public information and marketing program for the Belvidere Park District.

Sam An made a motion to approve the Marketing Manager Job Description, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

#### Full-Time Compensation/Philosophy Policy A17-10-01

Staff is proposing a change in the Temporary Assignment as follows:

- A full-time employee's grade and salary will not change as a result of the temporary assignment. Temporary full-time assignments must be a minimum of one month (20 working days) and a maximum of 3 months (60 working days). A temporary pay adjustment will be paid in a lump sum once a month as opposed to an adjustment in base pay.

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- If the temporary assignment is an “acting” role in a higher grade, the employee will receive a 40% increase of the minimum of the grade level of the temporary assignment.
- If the temporary assignment is an “acting” role in a lateral grade, the employee will receive a 30% increase of the minimum of the grade level of the temporary assignment.
- If the temporary assignment is an “acting” role in a lower grade, the employee will receive a 20% increase of the minimum of the grade level of the temporary assignment.

Sam An made a motion to approve the Full-Time Compensation Assignment as amended in red on page 7, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

#### Centennial Concert Expense

Staff has been working with Midwest Family Broadcasting to have a concert at the Boone County Fairgrounds in September 2019 as a part of the district’s centennial celebration. After research and getting some hard numbers from available bands, it looks like it will take \$100,000.00. By entering into an agreement with Midwest Family Broadcasting we would share 50/50 risk with the final deficit or surplus respectively. Mark is asking the board to approve \$50,000.00 for this event.

Paul McCaffrey made a motion to approve funding not to exceed \$50,000 on the Centennial Concert, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

#### City of Belvidere Easement Agreement-Sanitary Sewer

The City of Belvidere is asking the park district to approve an Easement Agreement to construct a sanitary sewer pipe under Hickory Bills.

Mark would like to use this opportunity to start the discussions of a comprehensive intergovernmental agreement between the City and Park District. Mark would like the board to table the decision until the two entities can agree on working towards something better long-term that will strengthen the relationship and will establish a mutual benefit going forward.

Paul McCaffrey made a motion to table the City of Belvidere Easement Agreement, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

There being no further business the meeting adjourned at 6:00 p.m.

Submitted by  
Debbie Kent