

Belvidere Township Park District
Board Meeting
February 13, 2018

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:05 p.m. Roll call was taken. Those present were Sam An, Eric Dahl, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Todd Bex and Debbie Kent.

Public Hearing

Commissioner Marquardt opened the Public Hearing for the 2018 Annual Appropriation Bill and Ordinance. There was no one present with questions or input. At 6:24 p.m. the Public Hearing was closed.

Meeting Agenda

Jean Twyning made a motion to approve the February 13, 2018 meeting agenda, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the January 23, 2018 meeting minutes, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing income for January 2018 and park district cash balances as of January 31, 2018.

The Liability Claims Reimbursement income for \$19,337.00 was for the chiller at the ice rink. We received reimbursement from Travelers Insurance and PDRMA.

Bills for Payment

Jean Twyning made a motion to approve the bills for January, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Director's Report

Mark Pentecost presented his Annual Goals and Objectives for 2018. There were six areas including 1) Planning process and planning projects for the development of future services, 2) District internal communications, process and policy, 3) Recreation Department and recreational services offered, 4) Improve district financial accountability through development of policy and procedures, 5) Relationships and communication with outside agencies, 6) Special Event Improvements.

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Director's Report continued....

Mark commented that in the capital improvements line items for the 2018 Operating Budget, staff is trying to re-use GL codes instead of having to generate a new code each year for the same item, such as Vehicles and Mowers.

The district recently approved the farming lease with Larry Anderson at the Glenn Green property. He is turning his operation over to his son and asked if we would transfer the lease to him. A new lease has been drawn up with Grant Anderson's name on it and everything else remains the same.

Superintendent of Parks Report

Todd Bex advised the board he is still working with Equipment Depot and Zamboni to resolve the emissions problems.

Staff has been installing new LED light bulbs in fixtures throughout the district facilities. The new LED bulbs will replace the existing fluorescent bulbs.

Recreation Report

The board expressed disappointment in the staff reports on sessions they attended at the I.A.P.D. State Conference. Instead of cutting and pasting the session descriptions that they attended, the board would like to know what staff learned and how it could be used at Belvidere Park District. Mark will share this with his managers.

Human Resource Report

Kim Kirkpatrick was absent due to a death in the family.

William Grady Pool Update

Mark prepared a "Notice of Special Meeting" for the newspaper. This is for the discussion of William Grady Pool and other recreational needs. The first meeting will be held on Saturday, February 24th at 10:00 a.m. at Rivers Edge Recreation Center. A second meeting will be on Tuesday, March 13th at 6:00 p.m. at the same location.

Annual Appropriation Bill and Ordinance

Mark presented the second draft of the Appropriation Bill and Ordinance. He feels the document is complete and is ready for adoption at the February 27, 2018 board meeting.

Agreement with the Boone County Community Foundation

Staff does not have any updates on transferring the Riverfront Funds to the Boone County Community Foundation. This item will remain tabled.

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Superintendent of Recreation Job Description

The board discussed the Superintendent of Recreation position and the importance of communication between departments.

Sam An made a motion to approve the Superintendent of Recreation job description, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

Beggin Tipp Lamm 2017 Audit Engagement Letter

Jean Twyning made a motion to approve the letter of understanding with Beggin Tipp Lamm for the Belvidere Park District 2017 audit, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

There being no further business, the meeting adjourned at 6:40 p.m.

Submitted by

Debbie Kent