

Belvidere Township Park District  
Board Meeting  
March 27, 2018

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:03 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, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the revised meeting agenda to include Item VIII.C. Abatement Ordinance, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

There was a correction on page 2 of the March 13, 2018 meeting minutes. The second paragraph should read: Mark is waiting for a letter of support from OSF Foundation on getting the financial backing. The City will ask Growth Dimensions to support the use of (1/3) of the Riverfront Funds for the Outdoor Fitness Court.

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

Board Correspondence

Jeff Leach, Yoga Instructor, submitted a letter expressing his concern of the district's program fees policy and the effect it would have on his yoga program. Currently, the district has a policy in place that non-residents pay 50% above the standard rate for programs. For many years staff has gotten away from this policy, but they have been told they need to adhere to the policy going forward. Jeff's concern, as well as staff, feels this will make programs not marketable or affordable. Executive Director, Mark Pentecost, has told his staff that if they feel the 50% is too high, they should come up with documentation and a recommendation to bring to the board.

Director's Report

Mark Pentecost and Kim Kirkpatrick have been reviewing applications for the Recreation Superintendent position. The application deadline was Saturday, March 24<sup>th</sup>. Staff will be sending out a questionnaire to the candidates they are interested in interviewing and this will help with the final interview selection.

Superintendent of Parks Report

Todd Bex gave the board an update on the electrical issue at Aberdeen Shelter. This was brought to our attention when ComEd tried to install the new smart meter. They determined that there was a short from the transformer to the meter. Todd is getting estimates for the repairs.

March 27, 2018  
Page 2

Todd and Buildings Foreman, Jerry Hernandez, did a walk through at the pool. Staff will be doing some cosmetic work in the locker rooms.

#### Recreation Report

The Boone County's Got Talent Show was held on March 10<sup>th</sup> at the Boone County Community Building and it was a huge success.

Bree Lindsay attended the ACA conference in Orlando, FL from February 19-23. She provided a report on the sessions she attended.

Gabe Castillo is getting quotes for a Strategic Master Plan as well as a Marketing Study and Marketing Analysis.

#### Human Resource Report

Kim Kirkpatrick and Nita Baier have been putting together offer letters, submitting background checks and preparing for staff orientations. March 25<sup>th</sup> an orientation was held for pool and maintenance staff. Camp Compass and Camp Horizon orientation is scheduled for Saturday, May 19<sup>th</sup>.

#### William Grady Pool

There are no new updates to report.

#### Bond Abatement

Jean Twyning made a motion to adopt the bond abatement ordinance 18-03-01, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

At 5:50 p.m. the board took a 15 minute break.

#### Master Planning Discussion

Mark Pentecost put together a Master Plan Agenda; 1) Review purpose and census data, 2) Discuss Strategic Planning vs Master Planning, 3) Discuss Comprehensive Plan and other Intergovernmental Plans to include in our, 4) Review general information and justified need for future update, 5) Administrative concepts to be reviewed and 5) Plan Recommendation review of A, B and C.

The current Belvidere Park District Master Plan was done in 2010 so the district is working on an 8-year plan. The last community data (census for Boone County) was done in 2010. There was an estimate study done in 2016. A Strategic Plan and Comprehensive Plan are built into our Master Plan. These identify the district's philosophy and our fit with other agencies, actions we take and our tie with the community.

March 27, 2018  
Page 3

The board reviewed section XV. Plan Recommendations and made several changes. Sections reviewed included A: Park Facility and Program Accessibility, B: Inter-Agency Cooperation Recommendations and C: Operations and Policy Recommendations.

Schedule of Topics for Master Planning

Mark Pentecost put together a list of the second board meetings each month and a specific topic to be discussed at each meeting. The three large categories are Administration, Recreation and Parks/Facilities.

Jean Twyning made a motion to approve the schedule and topics for Master Planning discussions at the board meetings, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Submitted by  
Debbie Kent