

Belvidere Township Park District
Board Meeting
October 9, 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 Eric Dahl, Jean Twyning and Mary Marquardt. Sam An arrived at 5:10 p.m. Paul McCaffrey was absent. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the October 9, 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 September 25, 2018 meeting minutes, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided the financial report showing September income and park district cash balances as of September 30, 2018.

One payment has been made out of the Riverfront Account. This was the City's portion to go towards the Outdoor Fitness Court. Mark has talked with Dan Kane at the Boone County Conservation District and he is waiting for them to send a request for their portion of the Riverfront Account.

Bills for Payment

Jean Twyning made a motion to approve the bills for payment from September 1 – 30, 2018, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Director's Report

Mark Pentecost has the results of the I.A.P.D. Recreational Program Survey. There are several pages, so he will provide the board with a recap at the next meeting.

Boone County Conservation District has asked if the park district would support them in developing a solar farm on their property. Mark will provide them with a letter of interest.

Mark prepared a letter to the Boone County Administration and County Planning Commission to make a statement and recommendations for consideration of amendment to the Boone County Comprehensive Plan 2028. Commissioner Twyning submitted some changes for consideration. Mark will rewrite his letter and incorporate these changes.

In March of 2018 an administrative error occurred in which our Bond and Interest Levy was not extended and caused the Park District over \$1,000,000 in uncollected tax money for operations in 2018. Staff investigated all the possible ways to deal with the shortcoming. The best answer was to renegotiate the terms of our 2015 Bond Sale with Belvidere School District 100 and extend the terms that were due to be retired on July 31, 2018. Together we extended the terms 18 months to get through the window of uncertainty. The interest rate that was proposed by the school district was 2.8% annum which was up a point from the 1.8% that we sold in 2015. With the 18 month term the district will need to identify \$42,000 out of our annual GO Bond appropriations with \$28,000 being allocated in 2019 and \$14,000 in 2020.

Mark is sending a letter to Julie Stapler, Boone County Clerk & Recorder asking that the County consider appropriating 50% of those expenses as a reimbursement to the Park District. The Park District recommends that the County reimburse the Park District \$14,000 in 2019 and \$7,000 in 2020. The commissioners supported the letter and asked that President Marquardt also sign the letter.

Mark is working with Midwest Family Broadcasting as a partner and promoter for our Centennial Celebration. They are investigating the possibility of a concert which would be held at the Boone County Fairgrounds in the grandstand. They envision the cost to be approximately \$50,000 - \$70,000. This project would be a partnership with them and they have offered to cover 50% of the expense with the understanding of the profit/loss risk being shared at 50%.

Rick Wulbecker developed a Recreation Program Budget Worksheet. This is one piece that will allow us to plan and review direct program expenses and revenues. This process will be done on all programs across the board to determine whether the program was a success or not. Rick will select a program and provide an example of how the worksheet will work.

Superintendent of Recreation Report

Rick Wulbecker informed the board that the Special Recreation program information will be included in the Winter/Spring Go Guide. Special Recreation will not be printing a separate brochure. This will allow the program information to be distributed to all of Boone County rather than a mailing list of approximately 450.

Superintendent of Parks Report

Grounds staff has been limbing up trees throughout the park.

Todd Bex reported that the Bocce Ball courts are open. The district purchased two sets of bocce balls and they are available to rent at Rivers Edge Recreation Center for \$5.00.

This year the district purchased a one-ton truck. This has a towing capability of 10,000 lbs. which is needed to tow the Bobcat. It will also be used for plowing snow.

Superintendent of Human Resource Report

Kim Kirkpatrick attended the 2018 Illinois Annual SHRM Conference from September 23 – 25.

She will be attending a workshop offered by Hinshaw & Culbertson on October 17th. This workshop will cover more laws on a National and State level.

Tabled: Resolution for Board Consideration to Receive Land Donation

Jean Twyning made a motion to remove from the table the Resolution for Board consideration to receive land donation, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to remove the Resolution for Board consideration to receive land donation from the agenda until adequate information is available for discussion in Executive Session, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

2018 Declaration for the Disposal of Capital Surplus Items

Todd Bex provided an amended list of items to be considered as surplus or salvage. Items included mowers, trucks, a van, plows, trailers and printers. Sealed bids will be accepted beginning on October 16th and due by November 1st.

Jean Twyning made a motion to approve the amended list of disposal of capital surplus items, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Policy Approval

As a part of the PDRMA Loss Control Review, there are policies that needed to be updated, as well as some new ones added.

- Discipline Policy – This is being updates to ensure consistency.
- Modified Work Duty Policy – The district is practicing this, but did not have a formal policy.
- Non-Discrimination and Anti-Harassment Policy – This is being updated to include vendors, volunteers and other non-employees.
- Part-Time and Seasonal Attendance Policy – This is a new policy to ensure consistency throughout the district.
- Program Refund Policy – A new policy to ensure consistency.

Jean Twyning made a motion to approve the Discipline Policy, the Modified Work Duty Policy, the Non-Discrimination and Anti-Harassment Policy, the Part-Time and Seasonal Attendance Policy and the Program Refund Policy, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

There being no further business, the meeting adjourned at 6:31 p.m.

Submitted by
Debbie Kent