

Belvidere Township Park District
Board Meeting
October 23, 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, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Public Hearing

Commissioner Marquardt opened the public hearing concerning the Belvidere Township Park District's intent to sell, not to exceed, \$1,090,000.00 in General Obligation Park Bonds.

Meeting Agenda

Jean Twyning made a motion to approve the October 23, 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 October 9, 2018 meeting minutes, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

Jean Twyning shared a postcard she received of the twin bridges in Belvidere from 1903.

Director's Report

Mark Pentecost provided the board with some key points from the Illinois Association of Park District's Facility and Program Usage Survey. The results are based on trends over a three year period. The survey included trends for programs offered with the biggest registration increase in preschool and before/after school programs. 29 million visits were made to agencies' fitness, aquatics, golf and other recreational facilities in 2017. Fitness centers have seen an upward trend of 7%.

Jeff Ellis Platinum International Aquatic Safety Award

Jeff Ellis & Associates, International Aquatic Safety Consultants presented the Belvidere Park District with the 2018 Platinum International Safety Award for achieving the highest quality of lifeguard professionalism and operational standards through the participation in the Ellis & Associates Comprehensive Aquatic Risk Management Program. The plaque will be displayed in the lobby of the pool.

Red Zone Strategic Marketing Plan timeline

Maribeth Kuzmeski with Red Zone Marketing provided a weekly schedule of analysis, research and recommendations. Meetings began the week of September 10th and the findings of their research will be available to the board at the December 10th board meeting including a complete Action Plan of recommendations.

The board would like to see a copy of the questions that are set up in Survey Monkey.

IMRF Resolution 18-10-1

Jean Twyning made a motion to adopt resolution 18-10-1 to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

Policy Approval

Staff provided three policies for board approval. These policies were a recommendation from PDRMA during our Loss Control Review process.

Jean Twyning made a motion to approve the Computer Backup Policy, Cyber Liability Policy and Ergonomics Policy, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

Letter to Boone County Clerk & Recorder

In March of 2018 an administrative error occurred and our Bond and Interest Levy was not extended which caused the district over \$1,000,000 in uncollected tax money for operations in 2018.

After investigating ways to deal with the shortcoming, the district renegotiated the terms of the 2015 Bond Sale with the Belvidere School District 100. They agreed to extend the terms 18 months with an interest rate of 2.8% which is up a point from the 1.8% that we accepted in 2015. The 18 month term requires \$42,000 of our annual GO Bond appropriations with \$28,000 being allocated in 2019 and \$14,000 in 2020.

Mark drafted a letter to Julie Stapler, Boone County Clerk & Recorder asking that the County consider reimbursing 50% of those expenses to the park district. The Belvidere Township Park District is requesting that the County reimburse the park district \$14,000 in 2019 and \$7,000 in 2020.

Paul McCaffrey made a motion to adopt the letter, as corrected, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

At 5:20 p.m. President Marquardt closed the public hearing.

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Boone County Comprehensive Plan

Mark has a meeting with Ken Terrinoni, County Administrator, on October 31, 2018 at 8:30 a.m. to discuss changes and additional text that the park district would like to see added to their Comprehensive Plan. A few items of discussion will include Open Space, ADA and a county wide park plan.

Sam An left the meeting at 6:00 p.m.

Master Plan Discussion-Near Final Document

The board primarily focused on Section D. Facility Recommendations and Section E. and F. Program Recommendations/NASR Recommendations.

D.3. Change title to Create and Adopt Site Plans for Undeveloped Park Sites

D.4. Change title to Aquatics Feasibility Study and have two sections; A. Existing and B. Future

D.6. Big Thunder Park move to page 7 after #22

D.20. Split out the two facilities. One that addresses the Locust Street Maintenance Facility Site Plan and a separate one for the Revlon Maintenance Building.

D.22. District Wide Tree Inventory; Include native species of trees

E.1. After School Programming....incomplete paragraph

At 6:20 p.m. the board took a 15 minute recess.

Section E. Program Recommendations and Section F: Northlands Association for Special Recreation. There are several areas of Section F that Mark feels could be incorporated into Section E. He will meet with Rick Wulbecker, Superintendent of Recreation, to see what areas could be consolidated.

The park district has two intergovernmental agreements with the school district. One is on Meehan Gym and the other is for the after school programs held at five of the elementary schools.

Mark asked the board if they wanted to continue the Meehan Gym agreement. Outside of the after school program, the usage at Meehan is minimal and the district is paying annually for the usage. The original agreement started in 1994 and was \$5,000 annually, but somewhere along the line that agreement was changed and each year it continues to increase. In 2018 the district paid \$12,408. The agreement was for 20 years with a re-occurring 5 year term. In 2019 the district could term the agreement. The board agreed for Mark to term the Meehan Gym Agreement.

The board discussed growth and continuing to extend the boundaries of our district.

There was discussion of approaching School District #200 for joint recreational efforts. They are under resourced and hopefully the park district and district #200 could work together.

Mark will present a revised Master Plan at the next board meeting.

Executive Session

At 7:36 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(21) of the Open Meetings Act for the discussion of minutes of prior meetings lawfully closed, for the purpose of review, approval or release of such minutes and Section 2(C)(5) for the discussion of purchase or lease of real property for the use of the district, seconded by Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

At 7:45 p.m. regular session reconvened. Roll call was taken. Those present were Eric Dahl, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick and Debbie Kent.

Jean Twyning made a motion to approve and not release executive session minutes for 11/14/17, 12/12/17, 1/9/18, 2/27/18, 5/22/18, 6/12/18, 7/10/18, 7/24/18, 8/14/18, 8/28/18 and 9/11/18, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Jean Twyning made a motion to approve direction to staff to destroy the executive session recordings for executive sessions beginning 6/26/2016 up to and including the recording for 3/28/17, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

There being no further business the meeting adjourned at 7:46 p.m.

Submitted by
Debbie Kent