

Belvidere Township Park District
Board Meeting
February 9, 2021

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:13 p.m. Roll call was taken. Those present were Mary Marquardt, Sam An, Paul McCaffrey and Jean Twyning. Mark Muccianti arrived at 5:14 p.m. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker, Kim Kirkpatrick, and Debbie Kent (via Zoom).

Meeting Agenda

Mary Marquardt made a motion to approve the February 9, 2021 meeting agenda, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Mary Marquardt made a motion to approve the January 26, 2021 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided the January Financial Report showing January 2021 income and park district cash balances as of January 31, 2021.

Bills for Payment

Mary Marquardt made a motion to approve the bills from January 1 to January 31, 2021, seconded by Paul McCaffrey. 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 provided the board with the 4th quarter budget report for 2020. It shows revenues and expenditures for the 4th quarter as well as the year-to-date totals.

Todd Bex and Mark Pentecost met with Lona Bentley, representing the Lion's Club, to discuss the fully accessible playground and ball diamond project. Craig Wolseley, who was working with Lona passed away in December 2020. Originally, they wanted the project completed in the summer of 2021, but the project has been delayed until the summer of 2022. They brainstormed some ideas on how to generate more capital funding. One request was to name the playground after Mr. Wolseley in honor of his vision and efforts.

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Mark is working to finalize the agreement with Belvidere Cemetery for a \$10,000 fee to access and connect the sewer line at Prairie Fields Sports Center to their administration building only. This fee will waive the structured reimbursement fees due to the park district from the installation of the water/sewer lines in development of Prairie Fields.

Superintendent of Parks Report

Todd Bex commented that the chillers at the ice rink have undergone some modifications and are running more efficiently. He continues to work with Johnson Controls on this issue. The closing date for the rink is March 8, 2021.

Superintendent of Recreation Report

Rick Wulbecker provided the board with the revenue generated at the Riverside Ice Arena since opening in November 2020. Revenue included public skate, rentals, skate rentals and bobby rentals.

Superintendent of Human Resource Report

Kim Kirkpatrick had nothing to add to her report.

Superintendent of Administrative Services Report

Debbie Kent commented on the information that the district received from Entre Computer Solutions regarding the upcoming Microsoft changes. Any computer running Windows 7 or below will need to be decommissioned and replaced. Debbie has requested a quote from Enter for 7 new PC's and upgrades for 2 PC's.

Marketing Update and Presentation

John Beachum provided the board with a power point presentation of the 2020 marketing efforts.

- How do you distinguish yourself? Staff promoted the newest asset, Sundstrand Park, and converted it into a Drive-In Theatre. During the mitigation level, closing of all indoor ice rinks in the area, the district immediately grabbed the opportunity to promote the district's outdoor ice rink.
- Are we in tune with the Media Mix? During the Red Zone Marketing Study, it was clear that the community feels the Belvidere Park District is an important part of the community, but there was an overall lack of awareness in the community. The district's staff will be launching a survey into the marketplace as soon as possible. Staff utilizes the district's web site and Facebook and have seen an increase in our audience size and market penetration. There was discussion that if staff is pointing customers to our website, it is critical that information needs to be accurate. Mark Muccianti and Paul McCaffrey both commented that they feel our website is not user friendly.
- Sam An "asked how do you know if your marketing efforts are working" and "what metrics do you use to measure success".

- It was suggested that we look at enhancing our technology system to better streamline our marketing data bases and get a more reliable way of general and targeted emails efficiently.

Approval of 2021 Farm Lease

The lease agreement is to allow Grant Anderson to continue farming the Glenn Green 25.5 acres of crop land.

Jean Twyning made a motion to approve the 2021 Farm Lease with Grant Anderson to farm 25.5 acres of land at Glenn Green Open Space for the sum of \$3,825.00, seconded by Paul McCaffery.

Mary Marquardt made a motion to amend the motion and strike Section 5.E. End of Lease Reimbursements, seconded by Jean Twyning.

A voice vote was taken on the amendment to strike Section 5.E. End of Lease Reimbursements, with all voting yes. Motion carried.

A voice vote was taken on the original motion with all voting yes. Motion carried.

2021 Salary Structure and Merit Increase Matrix

The primary change in the salary structure is in Grades 6-9 this year to address the minimum wage and compression. The Merit Increase Matrix has no changes as the CPI has remained consistent for several years.

Once approved by the board, this will help determine staff raises to be given in June/July 2021, based on points they received on their evaluations.

Jean Twyning made a motion to approve the 2021 Salary Structure and 2021 Merit Increase Matrix, seconded by Mary Marquardt. A voice vote was taken with all voting yes. Motion carried.

Outside Professional Services for 2021 Discussion

Sam An requested that this be on the agenda for discussion. He would like the district to look at other law firms for professional legal services. If the board requests that staff seek RFP's for professional services, this would need to be structured in a way for the board to take action.

It was suggested that staff contact the Illinois Association of Park Districts for a list of attorneys that have worked with governmental agencies.

This item will come back to the board as a formal request at the 2nd meeting in March 2021.

2020 Audit Engagement Letter

Mark Pentecost would like to engage the services of Lucas Group CPA's to conduct the 2020 annual audit prior to Debbie Kent's retirement in April 2021.

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Mary Marquardt made a motion to approve Lucas Group CPA's to conduct the 2020 Audit, not-to-exceed \$15,750.00, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

2021 Goals and Objectives

Mark Pentecost provided the board with the final copy of the Executive Director and Administrative Annual Goals and Objectives for 2021.

Item #1 was to conduct a Feasibility Study to determine the concept of aquatics needs in the community. Paul McCaffrey suggested that staff reach out to possible sponsors for funding before proceeding with a Feasibility Study.

Item #7 Professionalism and Cultural Goals and Objectives: There was discussion on tuition reimbursement and Commissioner McCaffrey brought up the discussion of financial caps for the Tuition Reimbursement Policy.

2021 Budget Draft

Mark Pentecost provided the board with the 2021 Operating Budget. This is the document that is used in-house for staff to know their budgeted income/expenses for their respective program areas.

The Annual Appropriation Bill and Ordinance will be on the meeting agenda for adoption at the February 23, 2021 board meeting.

February 23, 2021 Meeting Agenda Items

Mark Muccianti announced that he would not be at the February 23, 2021 meeting.

There being no further business the meeting adjourned at 6:48 p.m.

Submitted by

Debbie Kent