

Belvidere Township Park District  
Board Meeting  
February 11, 2020

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:10 p.m. Roll call was taken. Those present were Mark Muccianti, Paul McCaffrey, Jean Twyning and Mary Marquardt. San An was absent. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the February 11, 2020 meeting agenda, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Jean Twyning made a motion to approve the January 28, 2020 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing January 2020 receipts and January 2020 park district cash balances.

Bills for Payment

There was a question on invoices to Ironwood Environmental for Asbestos Abatement for the property located at 315 W. Locust Street; Anderson Lock for keys; and Walmart for Special Rec Marketing giveaways.

Jean Twyning made a motion to approve the bills from January 1 – 31, 2020, seconded by Paul McCaffrey.

Superintendent of Recreation Report

Rick Wulbecker commented on the attendance to the Rockford Ice Hogs night at Riverside Ice Arena. It was a beautiful night and there were approximately 125 spectators.

Several of the district's staff attended the IAPD State Conference in Chicago. Rick thanked the board for allowing staff to attend. He will be putting together a reference book that can be used for educational session topics, speaker contact information and vendor product directory information.

Invoices for the 2020 dasher board sponsorships have been mailed out.

Superintendent of Parks Report

Todd Bex commented that the district will be using Lawn Maintenance Services as the mowing contractor for 2020.

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### Superintendent of Human Resources Report

Kim Kirkpatrick had no additions to her report.

### Superintendent of Administrative Services

Debbie Kent had no additions to her report.

### Director's Report

Mark Pentecost contacted IAPD to see the availability to conduct the Board self-evaluation. Peter Murphy is booked six weeks out and the earliest date would be April 28, 2020. Mark is waiting to receive confirmation and will keep the board posted.

Sundstrand Park attorneys are working on the final language for the donation agreement. The major issue for Mark is he still has not seen the environmental phase I. He is working on getting a copy of the report.

Mark spoke with Leilani Schultz with OEM Architect and their staff is in the process of reviewing the survey they will use to gather feedback and promote involvement in the study. Commissioner Twyning passed along some ideas to Leilani from the Boone County Arts Council.

JEO is getting close to finalizing the Belvidere Park District Aquatic Center Survey. There are 8 individuals that have expressed an interest in sitting on an aquatic needs committee. Mark is working on some promotional ideas to entice the community to complete the survey and volunteer on the committee.

Commemorative glassware is available for purchase for \$8.00 each. There are six designs and each design will be promoted for a one-week period over the next six weeks. The designs include the Baltic Mill, William Grady Pool, Swing Bridge, Bowley Dam, Marshall Beach and the Tourist Headquarters at Belvidere Park.

### Farm Lease

The Farm Lease is with Grant Anderson to farm 25.5 acres of land at Glenn Green Open Space. The terms are \$150/acre which equals \$3825.00 to be paid to the park district.

Jean Twyning made a motion to approve the 2020 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 McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

### Tabled Policy Manual

Jean Twyning made a motion to remove the policy manual from the table, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

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Commissioner Muccianti suggested that there be language added under the investment policy, from a control standpoint, that a second signature be required to purchase, sell, and authorize wire transfers for the district.

There was also discussion of the Purchase Policy and spending limits for Belvidere Park District staff and at what level does a purchase require approval by the Executive Director.

#### Jeff Ellis Management Service Agreement

Jean Twyning made a motion to remove the Jeff Ellis Management Contract for the 2020 pool season from the table, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

The contract is for Jeff Ellis Management (JEM) to staff (lifeguards) and manage the William Grady Pool for the 2020 season. The agreement has been reviewed by Attorney Scheurich and PDRMA's legal counsel. There are three installment payment with \$36,957.69 being due or before June 1, 2020; \$36,957.69 due on or before July 1, 2020 and \$36,957.70 being due on or before August 1, 2020. In the event the pool would close to mechanical problems these amounts would be prorated.

The operating dates are June 5, 2020 thru August 7, 2020. The operating times are Monday – Thursday Noon to 6:00 p.m.; Fridays Noon to 8:00 p.m.; Saturdays and Sundays Noon to 6:00 p.m.

Belvidere Park District will continue to hire the point of sale employees to handle the admissions and provide maintenance on the facility and equipment.

Jean Twyning made a motion to approve the agreement with Jeff Ellis Management Service for a contract fee of \$110,873.08, not to exceed \$120,000.00, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

#### 2020 Budget and 2020 Appropriation Bill and Ordinance

Jean Twyning made a motion to remove the draft presentation of the 2020 Budget and Appropriation Bill and Ordinance from the table, seconded by Paul McCaffrey

Mark Pentecost went through the Appropriation Bill and Ordinance and discussed areas with significant changes.

In the Corporate Fund he is working to reduce the appropriations. The Corporate Fund is solely tax based and there is no other source of income.

The cash on hand for the Recreation Fund is expected to be approximately \$751,000. This is up from 2019 by approximately \$200,000. A major change in the Recreation Fund is the salary line item. With the district contracting with JEM for the pool management, salaries were reallocated into the contractual line item.

The appropriated amount for the Capital Projects is \$900,000.00. Staff is still determining what projects will be included in the 2020 budget. The Planning and CIP committee meets again on Thursday, March 5, 2020.

There will be a public hearing on February 25, 2020. The ordinance must be filed with the Boone County Clerk by March 31, 2020.

The 2020 Operating Budget has \$40,000 for advertising. This is for district-wide advertising. Pool Operations reflects the reallocation of part-time salaries to contractual. In the Museum Fund \$134,765 is for the Baltic Mill survey and usage recommendations. CIP income includes \$28,000 from the City for Impact Fees. He has not been able to verify anything with the County.

#### Executive Session

At 6:54 p.m. Jean Twyning made a motion to go into Executive Session under Section 2(C)(1) of the Open Meetings Act for the purpose of discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district, including testimony on a complaint lodged against an employee to determine its validity, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

There was no action taken as a result of Executive Session

Regular session reconvened at 7:41 p.m. Roll call was taken. Those present were Mark Muccianti, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

There was no action taken as a result of Executive Session

#### Agency/Executive Director Goals and Objectives for 2020

Paul McCaffrey made a motion to remove the Agency/Executive Director Goals and Objectives for 2020 from the table, seconded by Jean Twyning. A voice vote was taken with all voting yes. Motion carried.

At the January 28, 2020 board meeting Mark Muccianti had provided a list of suggested 2020 Goals and Objectives. His Goals included 1) Fulfill Mission and Values of the Belvidere Park district, 2) Develop a plan to improve community involvement to drive engagement and useful feedback, and 3) Outline a current to 10-year revenue/expense comparison.

Jean Twyning presented her Goals and Objectives. 1) Improvement of BPD properties, 2) Financial accomplishments and long-range projections, 3) Further development of community relations in terms of collaboration, recognition and networking, 4) Continue development of staff, 5) Revisit the alcohol policy and consider alcohol for special events and catered events.

Mary Marquardt stated she would like 1) Shoreline stabilization in Belvidere Park to be included in the goals and objectives. There was discussion of meeting with the City regarding a digital sign at Prairie Fields.

Paul McCaffrey would like to see 1) Safety needs addressed in the Goals and Objectives. Safety in our parks and for employees and program participants. 2) Retainability of staff.

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It was suggested that the goals and objectives should be measurable and reviewed quarterly using the green/yellow/red method.

For the February 25, 2020 board meeting it was suggested that each commissioner list their top three goals and objectives then the board can rank them accordingly.

Commissioner Muccianti made a motion to table the 2020 Goals and Objectives, seconded by Jean Twyning. A voice vote was taken with all voting yes. Motion carried.

Tool to Evaluate the annual performance of the Executive Director

This item will remain on the table.

There being no further business the meeting adjourned at 8:07 p.m.

Submitted by  
Debbie Kent