

Belvidere Township Park District
Board Meeting
September 10, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:12 p.m. Roll call was taken. Those present were Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

Jean Twyning made a motion to approve the September 10, 2019 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 August 13, 2019 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 August receipts and park district cash balances as of August 31, 2019.

The district received its 3rd tax distribution in the amount of \$1,188,176.61.

Bills for Payment

There was discussion of the purchases from Amazon in the amount of \$89.85. There were two purchases for the same amount, but they were coded to two different accounts.

The payment to Katie Carten for \$500.00 was advertising for the Tae Kwon Do program.

Kim is working with a representative from Verizon Wireless to reduce our monthly costs. The district should be able to save approximately \$200.00 a month.

Board Correspondence

Commissioner Twyning mentioned the Stroll on Buchanan on Sunday, September 22, 2019. They will be showcasing the mural located at 427 S. State Street on the corner of State and Buchanan.

The district received a certificate regarding the district's 100th anniversary.

Director's Report

Mark Pentecost provided the board with the rankings for the Belvidere Township Park District 2018 Master Plan Goals and Objectives. He took the department heads priority rankings and the Commissioners priority rankings to get a combined goals and objectives ranking. The top four include 1) Capital Improvement Planning, 2) Intergovernmental Partnerships, 3) Recreational Needs Planning and 4) Marketing.

Mark also provided the results of the 2019 Fair Questionnaire. The questionnaire focused on the importance and usage of the William Grady Pool and the Baltic Mill.

Mark has had conversations with two firms regarding an advisory referendum on the pool.

The district has closed on the property located at 315 W. Locust Street.

Superintendent of Recreation Report

Rick Wulbecker commented on the Up in the Air event. Jean Twyning complimented the staff for all their work to make it a very successful event. Betheny Kopera was present for any questions or comments. Returning activities were the Chicago Kite Flyers, Inflatable area, BPD Mascots, the Ice Hogs mascot Hammy, Water Balloon Launching and the Air Guitar Contest. New activities this year included Train Rides, Inflatable Zip Line, Fire Department Water Spray, Axe Throwing, Aerialist, Quidditch for Kids, T-Shirt Launcher shooting out Centennial promo items, Disc Golf, Fire Dept. vs Police Dept. Bocce and a glow party.

Commissioner Marquardt asked when the board would be receiving the Riverside Ice Rink report for the 2018-2019 season. She suggested that staff provide a comparison report at the end of the 2019-2020 season that would include 2018-2019 and 2019-2020 seasons.

Superintendent of Parks Report

Todd Bex informed the board that staff trimmed up trees along the path on Lincoln Avenue to make room for the milling machine that will grind up the old asphalt.

The paving of the Aberdeen parking lots is complete. There are a few items that need to be addressed then the project can be closed out.

A Buildings Foreman has been hired. He will start September 26, 2019.

Human Resources Report

Kim Kirkpatrick and Mark Pentecost met with Tim Knauf from Gallagher Williams-Manny on our health insurance renewal that comes up on September 30, 2019. United Health Care came in at an 8% renewal rate. Kim asked them for a rate relief for the district and they agreed to 4%. That reduces the renewal rate to a 4% increase.

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Staff is looking at outsourcing the employee policy manual update. Kim has met with the HR support team from Gallagher Williams-Manny.

Superintendent of Administrative Services Report

Debbie Kent continues to work with Smart Fusion on providing the appropriate files. It has been a time-consuming process. All the files need to be converted into an Excel format. The goal is to go live in October.

Board Retreat-Tabled

There was no motion to remove this item from the table.

Interview Process and Questions for Commissioner Appointment

Mark received 3 letters of interest for the commissioner vacancy. He has set up interviews to take place at the September 24, 2019 board meeting. Amy Grafton will be at 5:30 p.m., Mark Muccianti will be at 6:15 p.m. and Leilani Schultz will be at 7:00 p.m.

After the interviews, the board could make an appointment that evening if the majority is ready.

Each commissioner provided their list of questions. Kim Kirkpatrick will combine the questions and prepare a list that will be used during the interview process. She will e-mail the questions to each commissioner.

Executive Session

At 6:54 p.m. Sam An 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, seconded by Paul McCaffrey. A roll call vote was taken with all voting yes. Motion carried.

At 7:13 p.m. regular session reconvened. Roll call was taken. Those present were Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost and Debbie Kent.

There was no action taken as a result of Executive Session.

Submitted by
Debbie Kent