

Belvidere Township Park District  
Board Meeting  
November 26, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:06 p.m. Roll call was taken. Those present were Sam An, Paul McCaffrey, Mark Muccianti and Mary Marquardt. Jean Twyning was absent. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex, and Kim Kirkpatrick.

Meeting Agenda

Sam An made a motion to approve the November 26, 2019 meeting agenda, seconded by Mark Muccianti. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Sam An made a motion to approve the October 22, 2019 meeting minutes, seconded by Mark Muccianti. A voice vote was taken with all voting yes. Motion carried.

Financial Report

A financial report was provided showing October Income and park district cash balances as of October 31, 2019. Mary Marquardt questioned who gave the \$5,000 Capital Improvements donation and what it is to be used for. Mark Pentecost will check with Debbie Kent and report back to the board.

Bills for Payment

Sam An asked a question about the cost of vehicle repairs for park district vehicles provided for staff use. Mark Pentecost said he would provide details on the fleet cost in the next month. Paul McCaffrey made a motion to approve the bills for the last billing period, seconded by Mark Muccianti. A voice vote was taken will all voting yes. Motioned carried.

Board Correspondence

There was no board correspondence.

Public Input

There was no one present for public input.

Director's Report

Mark Pentecost commented that we received two bids for General Obligation Bond. Blackhawk Bank came in at 2.75% and Byron Bank came in at 1.75%. Going with Byron Bank will save us \$10,000 in interest. Going

forward, we will probably just be staying with smaller markets since the cost to get rated is \$7,000 and is ongoing.

Mark also discussed the district's new committee structure beginning in January of 2020. The Employee Appreciation Committee and Safety Committee that are already in existence will continue. In addition, we will be adding a Standards Committee chaired by Mark Pentecost, a Recreation Committee chaired by Rick Wulbecker and a CIP Committee which will be chaired by Debbie Kent. Reports will be presented to the Commissioners on a regular cycle.

Mark provided a copy of the full-time staff evaluation form if the Commissioners would like to use it for his performance review.

#### Superintendent of Recreation

Rick Wulbecker reported that John Beachum, the new Marketing Supervisor will be starting on December 2, 2019.

Another free self-defense class presented by Representative Joe Sosnowski will be held on January 9, 2020.

#### Superintendent of Parks

Todd Bex commented that the ice rink is up and running. He is not sure if it will open this weekend if the weather does not cooperate.

#### Superintendent of Human Resources

Kim Kirkpatrick commented that we would be adopting PDRMA's Alcohol and Drug policy with recreational marijuana becoming legal in Illinois on January 1, 2020 as well as how the district will handle reasonable suspicion issues with staff. All our full-time maintenance staff have CDL licenses and will follow the zero tolerance under federal law.

#### Superintendent of Administrative Services

There were no questions on Debbie Kent's report.

#### JEO Consulting Group Professional

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

Mark Pentecost presented a contract from JEO Consulting Group to provide facilitation and a report of findings to a community engagement project with the intent to establish the aquatics needs of our community. Mark fully intends on backing the findings of the report.

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Paul McCaffrey made a motion to approve the Professional Services agreement with JEO Consulting Group to facilitate the community engagement projects for aquatic needs for \$23,000, seconded by Sam An. A roll call vote was taken with 3 voting yes and 1 no by Mark Muccianti. Motion carried.

#### Discussion with Poplar Grove

Aaron Szeto, attorney for the Village of Poplar Grove was representing the Village because Owen Constanza had another commitment. He was there to discuss how the Village could work with the park district in developing a park in Poplar Grove. He wanted to understand our process so they could work with our vision and goals to continue discussions with staff.

#### ARC Design Resources Professional Services Agreement

Mark Pentecost presented a professional services agreement from ARC Design Resources to accomplish the planning and document preparation to bid the project for development of the south section of Doty Park including work for the new acquisition, recalculations for the detention basis, parking lot, path and lighting. This project was budgeted for 2019 but not completed. It will be on the 2020 CIP list if approved.

Paul McCaffrey made a motion to approve the professional services agreement with ARC Design Resources to design project for redevelopment of the southern section of Doty Park for \$26,900, seconded by Sam An. A roll call vote was taken will all voting yes. Motion carried.

#### Ollmann Earnest Martin Architects Feasibility Study

Mark Pentecost presented a proposal from Ollmann Ernest Martin to conduct a feasibility study for the Baltic Mill so that we can get a real study to support what can and will be supported uses of the Baltic Mill.

Sam An made a motion to approve the Ollmann Ernest Martin Architects feasibility study for the Baltic Mill for \$10,500, seconded by Paul McCaffrey. A roll call vote was taken with 3 voting yes and 1 abstention by Mark Muccianti. Motion carried.

#### 2019 Declaration for Disposal of Capital Surplus Items

Todd Bex provided a list of items to be considered at surplus or salvage. Items included, a tractor, a truck, a Bobcat, a van, refrigerators, mowers, ladders, machines, and a motor.

Paul McCaffrey made a motion to accept the 2019 declaration for the disposal of capital surplus items, seconded Sam An. A voice vote was taken with all voting yes. Motion carried.

#### Annual Park Bond Ordinance 19-11-01

We received two bids. One from Blackhawk Bank with an interest rate of 2.75% and one from Byron Bank with an interest rate of 1.75%.

Mark Muccianti made a motion to approve Ordinance 19-11-01 to sell bond series 2019-A to Byron Bank for \$1,100,000, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

2019 Levy Work Sheet Draft

Mark Pentecost presented a first draft of the 2019 Levy Worksheet. The worksheet was still a little difficult based on the shortage from the extension in 2018. This worksheet is reflective of a two-year average and not having concrete numbers for which year to account for those exact dollars are accumulative. It does not reflect the actual levy for 2019 and 2020 extensions, just the communication of what is up and down for the annual comparisons. The tax rate for the Park District will be .5777 which is the fifth consecutive decrease to the rate and the total levy will see an increase of \$75,922 from last year.

2019 Levy Ordinance 19-12-01 Draft

Mark Pentecost presented a first draft of the 2019 Levy Ordinance. The amounts are what he believes to be final numbers based on major shifts up or down in comparison to large changes in expenditures and available fund balances. Mark will fine tune the breakdowns of money that will be appropriated for the various reasons for the adoption at the December board meeting.

There being further business, the meeting adjourned at 7:15 p.m.

Submitted by  
Kim Kirkpatrick