

Belvidere Township Park District
Board Meeting
February 12, 2019

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 Eric Dahl, Paul McCaffrey, Jean Twyning and Mary Marquardt. Sam An arrived at 5:09 p.m. 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 12, 2019 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 January 22, 2019 meeting minutes, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Sam An arrived at 5:09 p.m.

Financial Report

Debbie Kent provided a financial report showing January receipts and park district cash balances as of January 31, 2019.

Bills for Payment

There were questions on invoices to Dynegy, Hockeymonkey.com, UHS Premium, and Wilson Electric.

Jean Twyning made a motion to approve the January 2019 bills for payment, seconded by Eric Dahl. 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.

February 12, 2019

Page 2

Director's Report

Mark Pentecost has been reviewing the 2017 medical expense, revenues and appropriations. He has determined that approximately \$54,000.00 is the amount left in the park districts fund balance that year. Mark and Kim are working on a system to evaluate claims and administer payments from that balance.

Mark spoke with Julie Stapler and asked when the park district would get a response to our reimbursement request. We should receive a written response in a few weeks.

Mark and Rick Wulbecker attended a legislative conference in Rockford. The state has started accepting OSLAD grant applications this year. If this goes through a successful cycle, Mark will be making recommendations for project planning for grants in 2020.

Superintendent of Recreation Report

Rick Wulbecker put a binder together of session information that staff collected at the Illinois Parks & Recreation State Conference, including exhibitors showcasing their newest products. This will serve as a resource center for all employees and commissioners.

Rick Wulbecker, Gabe Castillo, Betheny Kopera and Tori Allen provided the board with a report of the sessions that they attended at the state conference.

Staff will be conducting interviews for the Facility Manager and the Recreation Supervisor positions.

Gabe Castillo, Marketing Manager, has moved his office from Rivers Edge Recreation Center to the Administration Office.

Superintendent of Parks Report

Todd Bex and maintenance staff have been busy with snow removal. The engine on our salt spreader blew a gasket and staff was able to find a replacement engine.

Superintendent of Human Resources Report

Kim Kirkpatrick and Rick Wulbecker will be scheduling interviews for the Youth Recreation Supervisor and Facility Supervisor positions. There were 24 applicants for the Youth Recreation Supervisor and 16 applicants for the Facility Supervisor position. Applicants have been narrowed down and sent questionnaires.

Superintendent of Administrative Services

Debbie Kent and Melissa Merkel went to the IPRA State Conference on Thursday, January 24, 2019. They spend time at the Vermont Systems (RecTrac) booth, Card Connect (a credit card processor), Tyler Technologies (financial/payroll software) and Harris (financial/payroll software).

City of Belvidere Easement Agreement-Sanitary Sewer

Staff did not have any updates on the easement agreement. The item will remain on the table.

Strategic Marketing Plan Discussion for Prioritizing Initiatives

Staff provided the board with their rankings for the identified initiatives as a result of the marketing analysis provided by Red Zone Marketing.

The board was in agreement with the rankings so staff will advise Red Zone so they can start the next phase of the marketing analysis.

2019 Budget and 2019 Appropriation Bill and Ordinance

Mark Pentecost provided the board with the first draft of the 2019 Appropriation Bill and Ordinance. This shows the cash on hand as of January 1, 2019, estimated revenues and appropriations for each fund. He included all funds except the Bond & Interest Fund. Staff is still determining the items for the capital improvements program. The majority of the CIP will be used towards infrastructure, IT needs and fleet replacement.

Mark is going to look deeper at the Corporate Fund to try and reduce the appropriations.

The public hearing will be held at the first board meeting in March and the board can adopt the Appropriations Bill and Ordinance at the second board meeting in March.

At 6:16 p.m. Sam An made a motion to adjourn, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Submitted by
Debbie Kent