

**Belvidere Township Park District  
Board Meeting  
March 12, 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 Eric Dahl, Jean Twyning, Sam An, Paul McCaffrey and Mary Marquardt. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker and Melissa Merkel.

Mary Marquardt opened the Public Hearing for the 2019 Annual Appropriation Bill and Ordinance

**Meeting Agenda**

Jean Twyning made a motion to approve the March 12, 2019 meeting agenda, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Meeting Minutes- February 26, 2019**

Jean Twyning made a motion to approve and file the February 26, 2019 meeting minutes, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Financial Report**

A financial report showing February income and park district cash balances as of February 28, 2019 were provided to the board.

**Bills for Payment**

There was a question on a charge for Chewy.com and Mark Pentecost explained to the board that it was a fraud charge and the district would get a credit next month for that fraud charge.

Jean Twyning made a motion to pay the bills from February 1, 2019- February 28, 2019, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Board Correspondence**

None at this time

March 12, 2019

Page 2

### **Public Input**

Members of the Rockford Table Tennis Club were present to address the board. The members present were Daniel Madden, Deepak Shrikant, Paul Fermanich, Vinn Vuong, Tom Lawson and Andrew Johnson. Andrew Johnson is the President of the Rockford Table Tennis Club and he addressed the board. He handed out some background information on the Table Tennis Club and handed out the requests of the Rockford Table Tennis Club. Andrew requested for the Belvidere Park District to allow the Rockford Table Tennis Club to continue at the Rivers Edge Recreation Center under the same agreement they currently have today. They have also asked to have Table Tennis added to the district programs available to the community and have marketing in the Go Guide.

### **Director's Report**

Mark Pentecost stated he met with Mayor Mike Chamberlain and Brent Anderson about the idea of an Intergovernmental Agreement. Mark felt the meeting went well and looks forward to future talks with them on an agreement. Mark also stated that they had a discussion of professional standards and expectations moving forward.

Mark stated that he has been discussing with Todd Bex the purchasing of a design program for Park Development and planning. This program would not replace the need of using Engineers and Architects. It would use the skills of existing staff and allow expediting concepts and saving time. Mark would like to tell the Engineers and Architects what our community wants and what it needs to look like and then the Engineers and Architects would just need to complete the details to get the job done that way.

Mary Marquardt closed the Public Hearing for the 2019 Annual Appropriation Bill and Ordinance

### **Superintendent of Recreation Report**

Rick Wulbecker told the board that he has been in contact for quite some time with Andrew Johnson from the Rockford Table Tennis Club regarding their agreement with the Belvidere Park District. There was a brief discussion regarding the current agreement with the Table Tennis Club. Rick told the board he is in the process of creating a new proposal for the Table Tennis Club.

The board commented that they appreciated seeing the 3<sup>rd</sup> base head count numbers in the report.

Jean Twyning mentioned that since the district is hiring maybe we could look into marketing our positions available to the school district. Some examples brought up were during the career days at the school, television ads within the school, and tables during the lunch hour.

The question was asked when the board will meet the new hire staff and Rick told the board when the two new Supervisors' would be starting their position.

### **Superintendent of Parks Report**

Todd presented to the board a DRAFT copy of the Mobile Vending Contract. Todd is waiting to hear back if the Mobile Bait Truck will be signing the contract or not.

### **Human Resources Report**

The board mentioned that they appreciated the background information presented in the HR report on the new hires.

### **Unfinished Business**

- a. City of Belvidere Easement Agreement- Sanitary Sewer (tabled)

Paul McCaffrey made a motion to remove from the table for discussion the City of Belvidere Easement Agreement, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

Mark Pentecost stated that he is working on some language to use in the agreement that would state that the City would fix any problem that would arise on our property after they put the Easement in.

- b. Review of the 2019 Budget and 2019 Appropriation Bill and Ordinance

No additional questions at this time

### **New Business**

- a. Lucas Group CPA's & Advisors LLC (formerly Beggin Tipp Lamm) letter of engagement to perform the 2018 financial audit

Mark presented the board with a letter of understanding from Lucas Group CPA's & Advisors LLC regarding the 2018 financial audit.

There was a correction to Mark's memo under the recommendation. It should say Lucas Group CPA's & Advisors LLC.

Jean Twynning made a motion to approve the letter of understanding with Lucas Group CPS's & Advisors LLC for the Belvidere Park District 2018 audit, seconded by Eric Dahl. A roll call was taken with all present. Motion carried.

March 12, 2019

Page 4

- b. Recommendation to approve purchase of new financial/payroll/time clock plus software package and 5 year maintenance agreement

There was a question regarding the software. It was asked if the two companies are providing the same type of software packages. Mark Pentecost told the board both companies had very similar packages they were proposing to the district.

Jean Twyning made a motion to approve the agreement with Harris Local Government for a contract total of \$86,262.85, seconded by Paul McCaffrey. A roll call vote was taken with all present. Motion carried.

- c. Approval of purchase of 2019 Ex Mark Lazer Z X-Series turn mower

Jean Twyning made a motion to purchase the 2019 Ex Mark Lazer Z X-Series Zero turn 72" rear discharge mower for the purchase price of \$12,890.00, seconded by Paul McCaffrey. A roll call vote was taken with all present. Motion carried.

#### **Executive Session**

At 6:20 p.m. Jean Twyning made a motion to go into Executive Session under Section 2 (C) (5) of the Open Meetings Act for the discussion of the purchase or lease or real property for the use of the district, seconded by Eric Dahl. A roll call vote was taken. Those present were Eric Dahl, Sam An, Jean Twyning, Paul McCaffrey and Mary Marquardt. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker and Melissa Merkel.

At 6:53 p.m. regular session reconvened. Roll call was taken. Those present were Eric Dahl, Sam An, Jean Twyning, Paul McCaffrey and Mary Marquardt. Also present were Mark Pentecost, Todd Bex, Rick Wulbecker and Melissa Merkel.

#### **Action taken as a result of Executive Session**

Jean Twyning made a motion to purchase the property at 315 Locust St Belvidere for the purchase price of \$50,000 and close on August 30, 2019, seconded by Eric Dahl. A roll call vote was taken with all present. Motion carried.

There being no further business the meeting adjourned at 6:55 p.m.

Submitted by  
Melissa Merkel