

**Belvidere Township Park District  
Board Meeting  
April 9, 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 and Mary Marquardt. Paul McCaffrey was absent. Sam An arrived at 5:13 p.m. Also present were Mark Pentecost, Jonathan Cudzewicz, Kim Kirkpatrick, Rick Wulbecker, Melissa Merkel, Katie Humphrey, Betheny Kopera, Aaron Confer, Sean Cramer and Gabriel Castillo.

**Meeting Agenda**

Jean Twyning made a motion to approve the April 9, 2019 meeting agenda, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Meeting Minutes**

There was a minor correction to the language used in the March 26, 2019 meeting minutes. On page 2 under Discussion on a Possible Easement Policy, paragraph 3. The correction was The board would like to see some additional language including 1) who is responsible in the event of future damage due to the failure of sewer line.

Jean Twyning made a motion to approve the March 26, 2019 Meeting Minutes as amended, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Financial Report**

A financial report showing March income and park district cash balances as of March 31, 2019 were provided to the board.

**Bills for Payment**

Jean Twyning made a motion to approve the Bills for Payment, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**Board Correspondence**

None at this time

### **Public Input**

Taylor was present during Public Input to discuss relocation of the Disc Golf Course. Some topics he mentioned were the current disc golf course is unsafe to current park participants, currently the course requires you to throw across parking lots and near playgrounds which he felt was unsafe. It was mentioned that the relocation of the course would be great if it was moved to west of Belvidere Park behind the Rivers Edge Recreation Center.

Andy Racz was also present during Public Input to keep the board informed on the progress of the park at Christi Lane and Highline Drive. Andy mentioned that the Planning Commission had as an item on their agenda that they were giving a variance to that park. The variance being to shorten up the side yards. Andy read an article to the board on the background and history of that park. He also told the board that the Planning Commission is received a grant to build a pavilion there. Andy wants the board to consider taking over that park and offer summer programming at that park. Andy also asked the board to consider making a walking path around the edge of Harkless Park.

### **Director's Report**

Mark Pentecost advised the board that the error on the Bond and Interest Fund was discussed with Julie Stapler and she advised Mark that the error would be corrected. Mark stated that the district will have to be incredibly diligent with the County Clerk's office in any future filings.

Mark asked the board if everyone had a chance to read the paragraph on which items require a board approval or not. The board approves land purchases, land donations, land use or land disposal, fixed assets, finance and policy and anything that costs over \$25,000.00. The Annual Appropriation Bill and Ordinance and the Budget are also topics that need a board approval.

Mark told the board he would like to start discussing the future of the Baltic Mill and what is the potential or non-potential of this structure? Mark asked if the board was ok with Todd and Mark working with an engineer to do some investigative work on future options? There were some options that were discussed like the possibility of a museum, tours, and events. Mark also stated that the Foundation is interested in supporting a Capital Campaign to help. Mark told the board that this project was not an appropriated capital project. Mark also handed out a copy of his updated goals and objectives to the board.

### **Superintendent of Recreation**

Staff was present to introduce new staff members to the board. Katie Humphrey introduced Sean Cramer who is the new Special Recreation Supervisor. Sean will be running the New Horizon's programs and Camp and Club Horizon program.

Betheny Kopera introduced Aaron Confer who is the new Recreation Supervisor. Aaron will be running the 3<sup>rd</sup> base After School program and Camp Compass.

The board mentioned that they appreciated the new sign advertising the new Bocce Ball courts in front of Rivers Edge Recreation Center.

### **Superintendent of Parks**

Jonathan filled in while Todd Bex was on vacation. Jonathan told the board that Glenn Green was burned today April 9, 2019.

### **Superintendent of Human Resource**

Kim stated she had no additions at this time

It was asked if the minimum wage increase would increase everyone's wage and the answer was not at this time.

### **Unfinished Business**

None at this time

### **New Business**

#### **a. Purchase of 2019 Ford F-350 Dump Truck**

Jean Twyning made a motion to purchase one 2019 Ford F350 4x4 dump truck with 11' Crystell 3 yd. dump box for the purchase price of \$40,169.00, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

#### **b. Approval of Executive Director's spending authority limit of \$25,000.00**

Jean Twyning made a motion to approve the Executive Director's spending limit to be \$25,000.00 to mirror the bid requirements of the State of Illinois, seconded by Eric Dahl. A voice vote was taken with all voting yes. Motion carried.

**c. Red Zone Marketing Plan**

Gabriel Castillo presented to the board the Red Zone Marketing Action Plan 2019. There was a lengthy discussion on the different projects and who's responsibility it was to execute these projects. Gabriel broke down each section of the action plan and explained the projects to the board and what they meant. Some of the projects listed were Community Outreach, Social Media, Registration Boosts, Hispanic Outreach, Ambassador Program, Facility Signage, Data Analytics, Targeted Newsletters, Advertisements, Develop Theme for Engaging the Community and Tracking & Assessments. The board asked questions as to why some of the projects listed had the board as the person responsible to execute the project. There was a question as to who made this action plan? Gabriel told the board that Mary Beth from Red Zone Marketing came up with the Action Plan.

**Executive Session**

At 7:11 p.m. Jean Twyning 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 Eric Dahl. A roll call vote was taken with all voting yes. Motion carried.

At 7:16 p.m. regular session reconvened. Roll call was taken. Those present were Eric Dahl, Jean Twyning, Sam An and Mary Marquardt. Also present were Mark Pentecost, Kim Kirkpatrick, Rick Wulbecker, and Melissa Merkel.

There being no further business the meeting adjourned at 7:18 p.m.

Submitted by

Melissa Merkel