

Belvidere Township Park District
Board Meeting
June 11, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:04 p.m. Roll call was taken. Those present were Sam An, Jean Twyning and Mary Marquardt. Paul McCaffrey arrived at 5:10 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 June 11, 2019 meeting agenda, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

There was a correction made to the May 28, 2019 minutes. Under the Park District Tablet Policy discussion, the sentence that reads "The board would like the staff cell phone policy to be consistent with the board policy" was removed.

Jean Twyning made a motion to approve the May 28, 2019 meeting minutes as amended, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Financial Report

Debbie Kent provided a financial report showing May income and park district cash balances as of May 31, 2019. The district received the first tax distribution in the amount of \$1,277,650.20. A second distribution was received on June 6th for \$1,209,837.19

Bills for Payment

There was discussion of the payment to 4Imprint. This was a gift to the participants of Hug an Athlete. The fundraiser covered the expense of the folding chairs. The payment to AM Leonard was for bamboo sticks. These are used for posting signage when the district has sprayed areas of the park.

Sam An would like to know how much the district pays for cell phones, tablets and lan lines on a monthly basis. Kim Kirkpatrick will provide this to the board.

Jean Twyning made a motion to approve the bills from May 1 – May 31, 2019, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Director's Report

Mark Pentecost invited the board to attend the event on June 19th promoting our new climbing equipment and providing the motivational presentation from "No Limits", Mark Wellman.

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Mark is working on a report to show five years of trend analysis for program areas. He will present this to the board at the June 25, 2019 board meeting. There was discussion of offering auto renewal for our programs to try and increase enrollments. We currently offer ACH (auto withdrawal) for 3rd Base, Camp Compass, Preschool, New Horizon, Camp Horizon and daily Club.

Superintendent of Recreation Report

Rick Wulbecker commented on the challenge of getting lifeguards this year. Including managers, we currently have 21 lifeguards. If necessary, certain areas of the pool might have to be closed from time to time.

There are 14 students registered for the North Boone School District's summer school. North Boone pays \$83.00 for the Monday/Wednesday/Friday program. If the parent also wants Tuesdays and Thursdays, they must pay \$50.00.

The Special Olympics Recognition Banquet was held at the Boone County Community Building Complex. Participants were presented with a certificate and a gift. This year the gift was a folding chair in a bag with the team logo printed on the back of the chair.

There are four participants signed up for the Special Olympics Unified Golf Tournament. Practices will take place at different golf courses in the Belvidere/Rockford area.

Superintendent of Parks Report

Todd Bex had to terminate one of our two mowing contractors for not completing mowing of the assigned parks in a timely manner. Park staff will be taking on the mowing at Frith and the Tot Lot. Winterroth and Red Horse will be mowed by Lawn Maintenance Services.

Phil Graf, Graf Urban Forestry Professionals conducted a tree inventory in Belvidere Park. Staff should have that report within the next week.

The district experienced storm damage at the Tot Lot. Lightning hit the rebar in the curb of the playground and exploded throwing concrete throughout the playground and damaged the slide. Staff will repair the concrete and order a new slide.

Human Resources Report

Kim Kirkpatrick and Nita Baier conducted two group orientations. May 23rd had 16 employees and May 31st included 45 employees.

Staff revised the job responsibilities for the Facility Supervisor position and re-advertised the vacancy. This was posted on our website, the Rockford Register Star, ZipRecruiter and LinkedIn.

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Superintendent of Administrative Services

Debbie Kent commented she continues to work with Harris Local Government for the new financial/payroll software. The goal is to go live in October.

Tabled: Park District Tablet Usage

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

The board agreed that using Wi-Fi whenever available would reduce the data usage on the board tablets.

There was discussion of offering staff stipends for business use on personal cell phones. The concern with this is that personal cell phones would be subject to FOIA.

The Executive Director, Mark Pentecost, asked the board to vote the policy down and staff will come back with a more comprehensive policy that will include all electronic devices used by staff and the board.

Commissioner An asked if there was a policy regarding vehicles provided to staff and the personal usage. There is not a policy regarding vehicles. This is an item that is negotiated at the time of hire as a part of the employee's compensation package.

Jean Twyning made a motion to approve the Board Tablet Usage Policy, seconded by Sam An. A roll call vote was taken with all voting no. Motion failed.

Special Recreation Annual Report

Katie Humphrey presented the 2018 Annual Special Recreation Report.

Volunteers are crucial to the district and staff appreciates their time and dedication. There were three volunteers in 2018 that gave over 256 hours.

The report included participation numbers for Special Recreation Trips, Special Olympics, Specialty Programs, Club Horizon, Camp Horizon and New Horizons-Adult Day Program. Katie provided comparison numbers for 2018 vs 2017. Club Horizon was down 3 participants in 2018 because they were able to transition to the 3rd Base program. Camp Horizon participation was down in 2018. Many participants aged out of the program.

In 2018 there were three fundraisers. Duck Derby; Participants raise money to fund their NASR program of choice. Flapjack Fundraiser; Proceeds benefit the youth program's pop and snack machine business and New Horizon uses the funds to offset special activity fees. Hug an Athlete proceeds are used to offset costs from state tournaments and the athlete banquet.

Board Retreat

Mark has reached out to Illinois Association of Park Districts expressing an interest in the Board Self-Evaluation program. One of the most important ways a board can strengthen itself is by periodically assessing its own performance and examining its goals and processes. The self-evaluation assists board members in effectively carrying out their responsibilities and duties.

The self-evaluation would be conducted in closed session for a 1-1/2 to 2-hour time period. The cost is between \$900 to \$1,100.

Mark suggested that this be done on a Tuesday evening at a regular scheduled board meeting. It is his recommendation to try and accomplish this prior to the start of the interviewing process to fill the vacancy on the board.

Paul McCaffrey suggested holding the retreat after the new board member was seated. He would like more time to review the information provided.

Jean Twyning made a motion to table the Board Retreat discussion, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Baltic Mill Conference Room

Staff continues to find ways of efficient use of all our facilities. Staff would like to recommend terminating our philosophy of giving the Baltic Mill Conference Room free of charge to not-for-profit groups as well as all rentals. There are two reasons for this recommendation. One is to encourage rentals at Rivers Edge Recreation Center because it is a supervised facility and secondly, for the safety of the facility and patrons. Per PDRMA guidelines, it is not recommended that we rent without staff supervision.

We would continue to use the Baltic Mill Conference Room for park district use as well as Strategic Partner use and weddings. The new usage philosophy would go into effect September 1, 2019.

Discounted Rental Rate Policy

Mark prepared a facility and field rental discount policy. The purpose is to define and provide a consistent application for discounted rates for all park district facilities based on a pre-determined classification of users.

Tier 1 (100% discount): Any park district supported program or event will not be charged a rental fee.

Tier 2 (50% discount): Strategic Partners such as the Parks and Conservation Foundation and Boone County Arts Council.

Tier 3 (50% discount): Any active employee or commissioner currently serving on the board.

Tier 4 (25% discount): Civic Groups, Not-for-Profit, Affiliates and reoccurring rentals (10 or more in a 12-month period).

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There was discussion of individuals and groups renting a facility/field to make a profit from sales of merchandise or services. It was the consensus of the board not to rent to anyone for personal gain.

Mark asked the board to table the policy so he can make a few changes.

Jean Twyning made a motion to table the Facility and Field Rental Discount Policy, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

There being no further business, the meeting adjourned at 8:00 p.m.

Submitted by
Debbie Kent