

Belvidere Township Park District

Board Meeting

June 25, 2019

Meeting 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 Sam An, Paul McCaffrey, Jean Twyning and Mary Marquardt. Also present were Mark Pentecost, Rick Wulbecker, Todd Bex and Debbie Kent.

Meeting Agenda

Commissioner Marquardt asked that New Business, Item A. 2018 Audit Presentation be moved up on the agenda to follow VI. Staff Reports.

Jean Twyning made a motion to approve the June 25, 2019 amended meeting agenda, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Meeting Minutes

Debbie Kent provided the board with corrected meeting minutes. Under the Bills for Payment, second paragraph, first sentence was corrected to read "Sam An would like to know how much the district pays for cell phones, tablets and land lines on a monthly basis.

On page 4, under Baltic Mill Conference Room, first paragraph "Per PDRMA guidelines, it is not recommended that we rent without staff supervision" was added.

Jean Twyning made a motion to approve the June 11, 2019 meeting minutes as presented, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

Public Input

Jay Allen and Karen Shifo were present to announce that at Boone County Arts Council have commissioned the design and painting of an 8x16 mural to be mounted on the side of the building located at 427 S. State Street, Belvidere in recognition of the Belvidere Park District's 100th anniversary. Jay provided a drawing that shows children playing going from black and morphing into color to represent the past and present.

The artist is Anat Ronen. They will be delivering the panels on Saturday, June 29th.

Director's Report

Mark Pentecost commented on the presentation from Mark Wellman of No Limits. On Wednesday, June 19th Mark Wellman and his assistant Mike flew in from California to deliver the adaptive climbing gear the district purchased and to train staff on how to properly use it. The Rivers Edge part-time staff and Patrick Kloss were involved in the training. After the training, Mark Wellman put on a motivational presentation and talked about his injury and the adventures that he and other disabled individuals have experienced.

June 25, 2019

Page 2

At the June full-time staff meeting, Mark asked the staff to define "success" and what it is that the district offers to the community in order to establish direction and goals for staff.

After each board meeting Mark would like to put together a summary of the board meeting minutes and provide that to the Journal for publication.

Mark continues to work on the analysis of program participation trends over the last five years. He apologized for the delay and will be more conscious going forward with setting time frames.

There have been a few recent issues involving the Police and Fire Departments. They were parking their vehicles for photo ops in unauthorized parts of the park.

2018 Audit Presentation

Luke Beggin with Lucas Group CPAs presented the 2018 Belvidere Park District Audit.

Sam An asked where in the audit does it show the financial health of the district. He also asked very specifically where he could find the profit and loss analysis.

Luke referred to the following pages:

- Page 13: Shows the Statement of Net Position with comparative totals for December 31, 2017.
- Page 14: Statement of Activities: includes program revenues and expenses and general revenues with comparative totals for December 31, 2017.
- Page 15: Government Funds: Assets, liabilities and fund balances for all funds.
- Page 17: Government Funds: Revenues, expenditures and the net change in fund balances for all funds.

The management letter provides the board with any deficiencies that were found. Segregation of Duties continues to be a significant deficiency and is common to an entity of our size.

Board of Commissioners Retreat-Tabled

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

Mark asked the board to consider the IAPD Board Self-evaluation program. He strongly believes that this process will allow the existing commissioners to grow as a team and initiate a culture of respect and understanding amongst the group.

Paul McCaffrey expressed a couple concerns including the cost and waiting until a new board member is appointed.

Sam An commented that there are bigger issues than tablet usage. Mark and the staff will be putting together a comprehensive policy manual that will address all electronics for board and staff as well as other policies. Commissioner An has been uncomfortable with the culture of the board for some time and supports term

June 25,2019

Page 3

limits for board members. Commissioner McCaffrey asked if the board had the authority to set term limits. Mark will check with Attorney Scheurich to see if this is done at the state or local agency level.

Mark provided the board with a list of topics, as an example, that they could discuss at a retreat.

Commissioner Marquardt stated the board is getting very close to micro managing and they need to focus on the district's master plan and see that the goals and objectives are being accomplished.

The board and staff will review the existing goals and objectives from the 2018 Master Plan Update and prioritize 10 goals.

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

Facility and Field Rental Discount Policy

Jean Twyning made a motion to remove the Rental Rate Policy from the table, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

The purpose of the policy is to provide a consistent application for discounted rental rates for all district facilities based on a classification of users.

Tier 1: 100% discount for any park district supported program or event.

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

Tier 3: 50% discount for any employee or commissioners with an active status.

Tier 4: 25% discount. This is for civic groups, not-for-profits, affiliates and reoccurring rentals (10 or more in a consecutive 12-month period).

Paul McCaffrey made a motion to approve the facility and field rental discount policy, as written, seconded by Jean Twyning. A roll call vote was taken with all voting yes. Motion carried.

Sam An left the meeting at 7:05 p.m.

Tree Inventory

Todd Bex presented a tree inventory that was conducted by Graf Tree Professionals. Each tree has a GPS coordinate. This will come back to the board as an agenda item for further discussion.

There being no further business, the meeting adjourned at 7:09 p.m.

Submitted by
Debbie Kent