

Belvidere Township Park District  
Board Meeting  
July 9, 2019

Minutes

The Belvidere Township Park District Board of Commissioners board meeting was called to order at 5:10 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, Kim Kirkpatrick and Debbie Kent.

Meeting Agenda

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

Meeting Minutes

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

Financial Report

Debbie Kent provided the board with a financial report showing June income and park district cash balances as of June 30, 2019. The district received their first tax distribution in the amount of \$1,209,837.19.

Bills for Payment

Commissioner An asked about the invoice from Boone County Shopper. This was for the summer Go Guide distribution. There are three Go Guides each year that go out as an insert in the Boone County Shopper.

Jean Twyning made a motion to approve the June 1-June 30, 2019 bills list, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Board Correspondence

Amy Grafton submitted a Letter of Interest for the vacancy on the board. The final date to apply is August 3, 2019 then the board can conduct interviews.

Director's Report

Mark Pentecost announced that the district received \$3,000 from CL Quick Stop (DBA Lucky Poker) for Special Olympics. That money will be used for the construction of a storage shed at the Special Rec facility.

The donation of the Sundstrand Park has been put on hold. The Corporation is under new management and they are reviewing all projects that were pending.

Mark provided the board with a quarterly Operating Statement. This gives the board a financial health update for the district. The report includes revenue and expenditures for all funds.

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### Superintendent of Recreation Report

Rick Wulbecker introduced Scott Meyer. He started with the district on Monday, July 8, 2019 as the Facilities Supervisor.

In Katie Humphrey's report she mentioned the 5<sup>th</sup> Annual Duck Derby. The derby raised approximately \$2,000.00 and will be given as scholarships to special recreation participants to use towards programs of their choice.

Rick informed the board that Tori Allen, Aquatics Manager, submitted her resignation. Her last day with the district will be July 17, 2019.

### Superintendent of Administrative Services Report

Debbie Kent is working with Midland States Bank to determine the best way of investing the district's money to receive the best interest rate.

### Superintendent of Parks Report

Todd Bex announced that Jerry Hernandez, Buildings Foreman, submitted his resignation. His last day will be July 16, 2019. He was offered a Superintendent position at another district. Jerry was an integral part of keeping the pool running the past two seasons. The board accepts his resignation with regrets.

The Native American Village restorations are still underway. Mike Bihlmaier has finished the dog and replaced the tail. We are still waiting on one of the Indians.

There was some vandalism to the mechanical area at Rivers Edge Recreation Center. Staff is getting quotes to fence off that area.

The Tot Lot is open. The concrete debris has been removed and a new slide installed.

### Superintendent of Human Resources Report

Kim Kirkpatrick has posted the position for a Buildings Foreman on our website, IPRA, Rockford Register Star, ZipRecruiter, Indeed and LinkedIn.

### Tabled: Board Retreat

Jean Twynning made a motion to remove the Board Retreat from the table.

The motion failed due to the lack of a second.

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#### Aggressive Energy Fixed Rate Purchase Agreement

Mark Pentecost received an agreement from Aggressive Energy for electricity to secure a fixed rate of \$0.05017 per kWh for 36 months. The current contract does not expire until November 2019, but in order to secure this rate, our consultant has recommended that we lock in the rates now. Our current rate is \$0.06554. Based on our usage, this could be an annual savings of \$12,000.00

Jean Twyning made a motion to approve the Aggressive Energy Electricity Sales Agreement with the term of November 1, 2019 to November 1, 2011, seconded by Sam An. A roll call vote was taken with all voting yes. Motion carried.

#### City of Belvidere Easement Agreement-Sanitary Sewer

Mark Pentecost commented that the board should ignore the Conditions with the side notes from the City. The City has accepted our Conditions that we submitted.

Commissioner McCaffrey commented he would like the General Liability coverage raised to \$2,000,000.00. This would take board action to amend the Easement Conditions that the City has already accepted. He also feels this is the perfect opportunity to ask that, going forward, the district's permit fees be given at a 50% discount or even free.

The agreement, as presented, is missing paragraphs 7, 8, and 9.

Commissioner Marquardt would like the City to define exactly what they will be installing and who would be responsible for damage and/or repair.

Jean Twyning made a motion to table the City of Belvidere Easement Agreement, seconded by Sam An. A voice vote was taken with all voting yes. Motion carried.

#### Tabled: Board Retreat

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

Mark Pentecost advised the board that he talked with both Attorney Scheurich and IAPD for their legal opinion on term limits for commissioners. There is nothing in the Park Code that discusses the topic. The State Election Code would apply.

At the last board meeting Commissioners were asked to come back with 10 goals and objectives out of the district's 2018 Master Plan. The goals and objectives will be combined then the board can prioritize those items and determine how to proceed.

Commissioner Twyning, Commissioner McCaffrey and Commissioner Marquardt shared a few of their goals and objectives but will present them in a written format for the staff to compile.

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The Goals and Objectives will be listed as a separate item on the agenda.

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

#### Contractual Recreation Programs at Off-Site/Out-of-District Locations

Mark Pentecost asked the board for their thoughts of entertaining contracts with recreational service providers that run services/programs that are not offered at our facilities or not within the Belvidere Township Park District boundaries. As an example, horseback riding. The district does not have an equestrian facility but could enter into an agreement with an agency that provides that program opportunity. The district would receive a percentage for taking the registration.

It was the consensus of the board to consider the concept of contracting with recreational service providers that are not available at our facilities or within the district boundaries.

Staff will develop a procedure and an evaluation tool on how to proceed with this philosophy for the board to approve.

#### Program Participation Trend Analysis

Mark Pentecost provided the board with a five-year program participation trend analysis. This report will assist staff in determining what programs are successful and what programs need to be re-evaluated or eliminated.

From 2008 through 2019 the district has offered 1,071 single recreational programs and 402 of them have been cancelled. This is a run rate of 62.5%

Jean Twyning made a motion for staff to continue to provide a Recreational Program Participation Trend Analysis on an annual basis, seconded by Paul McCaffrey. A voice vote was taken with all voting yes. Motion carried.

Submitted by  
Debbie Kent