



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

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REGULAR MEETING MINUTES

July 15, 2014

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President David Tanzyus at 6:31 PM, July 15, 2014 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Following the Pledge of Allegiance the roll was called with the following commissioners answering present: Mark Achenbach, Patrick Collins, Jeanne Lomax and David Tanzyus.

Staff present included Interim Executive Director Susan Zaber, Finance Coordinator Iva Briggs, Superintendent of Parks Kevin Brown, Superintendent of Golf Kyle Smith, Park Specialist Pete Peterson, and Receptionist Kimberli DeRossett,

Commissioner Bitzer arrived at 6:37 PM.

PRESENTATION BY DAY & NIGHT SOLAR:

Presentation was given by Bob Eaton of Day & Night Solar regarding the new solar project.

- He gave a general overview of the renewable energy project. The panels to be located in the parking lot were discussed first. There will be a 2.5° southern pitch from the panels. The discussion continued with checking of codes with the city as well as how the plans are to avoid cutting down of any trees in the proposed area. The Board raised the question of possibly losing parking spots. Day & Night Solar went on to remind them this will just cover the parking spots, not eliminate them. The basic appearance of the solar panels was discussed next as well as the durability in the various materials to be used. He went on to point out that all products are American made. Each panel can hold 34-44 pounds of snow and the structures can withstand up to 90MPH wind gusts.
- Commissioner Achenbach raised the question of the necessary cables and their placement. It was pointed out that a conduit would run the cables underground. Each structure will have an individual emergency shut off switch plus one overall switch as well.
- Commissioner Achenbach raised the question of how this will work with SW Electric. It was pointed out that when the power is not being used to its capacity, the District will be credited. Plus there is an optional battery in case of emergencies. It was also pointed out that the panels have a 25 year warranty. Mr. Eaton recommended simply hosing the panels down about twice a year on an overcast day but not to use a power washer.
- Pete Peterson raised the question about the eight inch water line in the area the company plans to run the cables underground. Bob Eaton stated they would have to hand dig in that area then.
- Commissioner Tanzyus asked about a general timeline. Day & Night solar stated the only hold up was working through zoning with the City.

ELECTION OF BOARD OFFICERS:

David Tanzyus made a motion, seconded by Mark Achenbach, to nominate Patrick Collins as Board President. Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

Collins took the seat of Board President, and asked for nominations for Vice President and Treasurer. Jeanne Lomax made a motion, seconded by Patrick Collins, to nominate David Tanzyus as Vice President. Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

Patrick Collins made a motion, seconded by Jeanne Lomax, to nominate Mark Achenbach as Treasurer. Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

CONSENT AGENDA:

A motion was made by Mark Achenbach, seconded by David Tanzyus, to approve the consent agenda.

- Achenbach questioned claims and accounts. He stated he saw us spending money for purchased for resale, but did not see if we got money back. Iva Briggs pointed out that at the golf course, according to Mark Marcuzzo, at the end of the year the District was able to return Callaway items not sold. Achenbach stated he wanted to see inventory documentation for all locations. Susan Zaber pointed out that inventory reports would be coming.
- Achenbach went on to question the water and sewer bill for Aquatics. He suggested going back to the city to question if we were being charged for the water in the pool.
- Achenbach went on to question the utilities. Iva Briggs stated during the summer it was divided three ways: 25% to general fund, 25% to recreation fund and 50% to aquatic fund. She also pointed out that the concession stand was included under aquatics.

Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

EXECUTIVE DIRECTOR/STAFF REPORTS:

A motion was made by David Tanzyus, seconded by Mark Achenbach to accept the executive and staff reports.

- Susan Zaber pointed out that Ryan Besse put something together for Splash City and Carol Frerker put something together for Willoughby Farm. She went on to note that Joe Hughes of Hughes & Associates was doing the audit again this year.
- Zaber went referenced the budget tracking worksheet and stated that she and Iva were working on various discrepancies.
- Achenbach raised the question of seeing the percent of expenditures versus the percent of revenue coming in and looking at a comparison over the years to see what the average was.

- Zaber went on to discuss the road repairs at Woodland Park. She stated the repairs would be completed within the week. She also noted the repairs at Willoughby should start within the next one to two weeks.
- Zaber then pointed out personnel updates. Jessica Gonzales was hired on part time as the recreation coordinator last week. Her initial priorities would be to maintain classes and work with instructors. She will also be working with Carol for possible projects at Arlington Wetlands.
- Zaber went on to discuss grants next. She stated three PARC grant awards were announced, but she was unable to find out who those grants went to. The staffing grant for Splash City was not granted.
- Zaber pointed out that Kyle Smith and Kevin Brown were present if other questions needed to be answered regarding their reports.
- Achenbach stated he thought the commissioners should have a CARD email address, which should be included on the CARD website. Zaber stated she would look into it.
- Achenbach also pointed out that he would like to be involved in the meetings with the auditor. He stated he felt the treasurer needed to be involved.
- Collins asked about a comment made regarding meeting with Stifel Nicolaus to begin the rollover bond process and stated he thought the Finance working group should meet in September. Achenbach shared what he had been working on in regard to a capital improvement plan and the timing of meeting in September.

Those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

OLD BUSINESS:

Regarding Capital Improvement funds and the PARC grant applications that were submitted:

- Susan Zaber referred to information provided to the Board outlining money already committed for capital improvements, items/projects identified as must haves versus wants, etc.
- Achenbach went on to question if we were leasing or renting the utility vehicle recently obtained for the golf course. It was noted that were leasing one and renting one. Further discussions were made regarding various upcoming and ongoing projects at all locations.
- Zaber went on to ask for any other general questions. Lomax raised the question of the amphitheater removal. Zaber stated she thought it needed to come down due to the condition of the wooden structure and the ongoing issues with graffiti/vandalism. Achenbach went on to point out that we did not own the amphitheater and we could not make the decision to just knock it down. Bitzer pointed out that it was something up for discussion and that was an eye sore. Several board and staff members discussed the condition and inaccessibility of the amphitheater.
- Achenbach referred to the contingency amount outlined in the Capital Improvement fund and that could be used for projects submitted for in the PARC grant applications.
- There was discussion regarding the projects, what was currently available to spend on the projects if the grant(s) was awarded, and whether action needed to be taken that evening.

A motion was made by Mark Achenbach, seconded by Jeanne Lomax, to withdraw the two submitted PARC grant applications. Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

NEW BUSINESS:

Regarding application for an MEPRD grant, Zaber stated it was open over the next year, two applications could be submitted for two different projects, and the projects must be completed within a three year time frame. She stated the Board was being asked to provide authorization to submit an application for renovation of the Glidden Park hockey rink. She stated panels needed to be replaced, and fiber glass panels were estimated to cost \$60,000. Regarding the foundation she stated it could be repaired by staff, but she thought it should be looked at to determine if it should be repaired or replaced. Depending on foundation work, it was stated the overall project was estimated to cost approximately \$100,000.

- Kevin Brown pointed out that this grant was awarded on a first come first serve basis, until funds were depleted.
- Bitzer raised the question about the skateboard parks that had been discussed in the past. Zaber pointed out that a skate park was more of a want versus a need and was low on the priority list.
- Collins stated he thought action to authorize a submission should be tabled till more information could be provided to the Board. Achenbach stated he wanted to look at other options.

PUBLIC COMMENT:

- Scott Rayho of 205 Westview was the first speaker. He stated he was there representing Collinsville Progress, and read a letter inviting a member of the Board to attend Collinsville Progress meetings. He stated in the past this has led to an excellent working environment for both of the organizations. He pointed out meetings were held on the last Thursday of each month at Noon and usually lasted 1-1.5 hours. Tanzyus volunteered to go to the July 31 meeting. On a personal note, Scott stated the District needed to take time and think about a decision to take down the amphitheater.

FOR THE GOOD OF THE DISTRICT

Achenbach pointed out that the farm was looking really good. He also thanked Kevin for taking him around to various areas within the district earlier in the day. Collins pointed out that he had been going to Arlington Greens more and had really enjoyed it. Tanzyus went on to thank the staff and those that used the Jaycee Sports Complex for their dedication.

OTHER BUSINESS:

David Tanzyus made a motion, seconded by Mark Achenbach to go into closed session for the purposes of discussing the employment, compensation, or dismissal of specific employees, the purchase or sale of real property, litigation, and to review closed session minutes (5 ILCS 120/2(c) 1, 5, 6, 11, 21). Those voting AYE were Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted NAY. Motion passed..

The Board adjourned to CLOSED SESSION at 8:12 PM.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Patrick Collins July 15, 2014 at 9:20 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon role being called the following

commissioners answered present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax and David Tanzyus. Staff present included Interim Executive Director Susan Zaber. Attorney Paul Evans was also present.

Mark Achenbach made a motion, seconded by David Tanzyus, to release closed session minutes as presented with the exception of minutes for 8/20/2013. Those voting AYE were: Achenbach, Bitzer, Collins, Lomax, and Tanzyus. None voted NAY. Motion Passed.

No further business coming before the commissioners, a motion was made by Patrick Collins seconded by David Tanzyus that the meeting be adjourned. Those voting AYE were: Achenbach, Bitzer, Collins, Lomax, and Tanzyus. None voted NAY. Motion Passed.

The meeting stood adjourned at 9:21 PM.

Respectfully submitted,

Susan Zaber, Board Secretary

Date