



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

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REGULAR MEETING MINUTES

September 16, 2014

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Patrick Collins at 6:36 PM, September 16, 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, Mary Ann Bitzer, Patrick Collins, and Jeanne Lomax. Commissioner David Tanzus was absent.

Staff present included: Iva Briggs, Mark Kozmatka, Kimberli DeRossett. Attorney Paul Evans was also present.

CONSENT AGENDA:

A motion was made by Mark Achenbach, seconded by Jeanne Lomax to approve the consent agenda.

- Achenbach had a question about Collinsville water bills. He asked why Woodland Park's water bill was more expensive. According to Iva, the large number of bathrooms and drinking fountains as well as the numerous baseball fields with fountains and faucets was the reason. Mark asked if it would be worth it to add a deduct meter.

Susan Zaber arrived at approximately 6:40 PM.

- Achenbach also questioned the expense for the Treasurer State of Illinois Highway Sign. According to Iva, the District had to pay that every year. She went on to describe the location of the signs for Splash City Waterpark and Arlington Greens Golf Course signs along the Highway 255. Bitzer questioned why we do not have a sign on 157 and Eastport Plaza Drive along with the many other businesses along the same route. Zaber pointed out that Elizabeth Davis started working on getting letters of support but it was a complicated issue.
- Collins pointed out a correction that needed to be made on the motion and amended the motion to include the claims and accounts total of \$345,561.56

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

EXECUTIVE DIRECTOR & STAFF REPORTS:

A motion was made by Mark Achenbach, seconded by Mary Ann Bitzer to accept the Executive Director and staff reports.

- Susan Zaber asked if there were questions about the executive director report.

- Achenbach had several questions. He stated the Board needed to start looking at minimum balances in the funds so we do not end the year at zero and go into the year with a negative.
- Achenbach asked about the MEPRD grant, specifically related to Pleasant Ridge Park and the erosion control. He pointed out the way it was handled at Glidden Park and said it was nice and would be something to look at.
- Achenbach questioned the ADA Transition Plan. His main question was how much was integrated into the capital plan and were things being treated separately when they were actually the same thing. Zaber pointed out Kevin and Keith were going through the parks and outlining everything that needed to be done. She also pointed out the PEP Grant will be used primarily to address items identified on the ADA transition plan.
- Achenbach questioned the golf report and the statement about leagues. He pointed out that there was a decrease in the league revenue, which did not coincide with wording on the report that it was a good year.
- Achenbach asked if the District had a sponsor for Fall Farm Day. It was stated there was not just one, but several donors.
- Achenbach asked about the Arlington Wetlands. He questioned what was to be done on the opposite side of the road. He was under the impression that we were to have a prairie on one side of the road and a forest on the other. According to Susan, they had been checking with Ameren about an easement, and had yet to hear back from Ameren. Collins went on to question the need for a mower and a bobcat for Arlington Wetlands in the winter. It was stated staff were currently using Splash City's mower and the bobcat was to clean out an area of collected brush. Susan pointed out it was a matter of scheduling times to use the equipment at various locations and that any new mower equipment purchases were on hold till the mowing services were decided on. It was also noted that the parking lot had become a dumping ground, but the police had the information regarding the matter.

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

OLD BUSINESS:

Regarding the capital improvement plan:

- Collins thanked Achenbach for putting the plan together. Achenbach pointed out that it was a capital plan, not necessarily a capital improvement plan. He went on to point out how various park district's were setting up a five year plan looking at what they plan on doing, how much money they will need, how much they have and where they plan on getting the money. He went on to break down the plan section by section. Capital improvement either adds to the capacity or the capability, for example when we add a new ride at Splash City or if we enlarge the parking lot. The next portion would be maintenance, like when we worked on the roof of this building. The last portion would be the replacements. The replacements would include vehicles and expensive lawnmowers. There also was a note regarding selection of capital projects. The next question was about funding sources and addressing where the money was going to come from. He went on to point out the places we possibly get capital improvement from would be grants, donations, tiffs from the city, fund transfers from other funds, primarily from the enterprise funds which would be the golf and the waterpark funds. He pointed out the need for increased revenue.

- The next point was capital expenditures by type. He broke it up into three parts: maintenance, replacement and capital.
- Capital improvement balance was pointed out next. He noted how we need to track all income and expenditures.
- Capital improvement by location. We don't know how much it costs to run each location right now.
- The next point was what we should expect in the future, for example where are we going to be in five years.
- Asset depreciation should show up on capital improvement.
- The last portion is the index. This is the hard part. For example, we need every single vehicle listed, maintenance of that vehicle.
- The capital improvement schedule needs to be done. We need to incorporate a schedule and keep track of expenditures we know we will have.
- The last part would be that we should have a master plan for every single piece of land we own. We need public input into the master plans. In some cases, we have excellent master plans, other cases, not so much. We should work from the list that we have as opposed to jumping at the first great idea.
- Bitzer pointed out is always seems like there is a "fire" going on. Achenbach reiterated that we just need to revisit master plans more often. We should have a schedule of how often we should go back and revisit it. We should draw improvements from capital improvements, not capital maintenance or capital replacement, and those should be based off of the master plan.
- ADA was also included. Paving and Lighting is not a capital. However it is something that should be laid out and planned. It could be an addendum.
- Next year he would like the charts and graphs filled out so we can move forward.
- Collins stated that was the Reader's Digest version of a 22 page document.
- Achenbach pointed out that it was three months of research and that he primarily used Oak Park for comparison because there situation sounded a lot like CARD.
- Collins pointed out that all of these changes took more than one year.
- Bitzer questioned if Achenbach spoke with anyone from the Oak Park Park District. He has not had any discussions with them, but has spoke with several other parks like Wheeling. He gathered most information from the internet.
- Collins looked for a plan of action regarding the plan. Achenbach would like December, but does not see it happening. He stated we need to sit down, look at everything we have and everything we do and create a plan for upkeep. We need to look farther down the road. Collins is looking to at least have information for 2013 and 2014 information before we can start planning on 2015 and 2016 etc.
- Zaber pointed out needed clarification of what all is included, for instance, with insurance on the Flowrider. It is going to be a lot of combing through documents and files.
- Collins pointed out a lot of overlap in tables. For example, page 10. Achenbach said there is more information in the appendix. We can't do any of the dreamer stuff until we do the gotta have stuff. Collins went on to point out the charts on page 10 and page 3. One shows what is needed versus what we have.
- Achenbach states this is his opinion of things should be done.
- Collins pointed out information on page 11 and Achenbach pointed out he didn't write everything. It is a compilation of internet research.
- Zaber pointed out focusing on color coded red priorities when making plans.

- Collins pointed out our goal is to go forward. Achenbach questioned the time frame from Executive Director. Zaber will get back with the board to establish what can be done by December.
- It was decided this can be continued at the next meeting under old business.
- Achenbach raised the question of ADA requirements. He pointed out we need to know answers to certain questions before agreeing to spend money on something. Bitzer raised the question of restrooms on the course. Achenbach pointed out there is a bathroom at hole 6. Action needs to be taken by the end of the year to move forward with an approved ADA transition plan.
- Achenbach questioned if the OSLA Grant could be used for ADA requirements since it is land acquisition and development. Zaber pointed out selecting projects with a direct recreational value. The projects we submitted were primarily renovations.
- Achenbach questioned the reports reference to the path to the bathroom at Glidden Park. Zaber pointed out it was the need to become ADA compliant.
- Red is must, yellow is in the middle, green is desire versus need.
- Evans pointed something out to Achenbach while covering microphone.
- Bitzer raised the question of having an indoor golf simulator, especially as a revenue producer during the winter. She would like to look into it. Achenbach pointed out the cost and maintenance of the machine and noted that there has to be a reason that not very many people have them. It was pointed that you have to spend money to make it.
- Bitzer also pointed out making the Activity Center more user friendly for those wanting to rent a room plus the pool for a night. Iva Briggs pointed out that we do that currently, we just do not have the accessibility of the french door from rooms three and four.

Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion made to accept the old business.

NEW BUSINESS:

A motion was made by Patrick Collins and seconded to accept the new business reports.

- Collins opened the discussion on the 2014 rollover bond. Zaber pointed out we do not have much yet. The most immediate concern is scheduling a special meeting in November for the bond hearing.
- Achenbach pointed out the Brittany Poland is looking to get out there for the long term debt payments, but he does not want to end any more fiscal years with a \$0 balance. He does not want to have funds in the red in June or July when the taxes roll around.
- Zaber pointed out how the mowing bid that is planned for the new year is not worked into the budget at this point. Achenbach still does not like the checking account bouncing around at zero all the time.
- Collins wants an upcoming finance committee meeting and suggested this be a topic in that meeting. The target dates for a potential meeting are November 5 or 6.

PUBLIC COMMENT:

Collins opened the discussion for public comment. No one was signed up for public comment.

FOR THE GOOD OF THE DISTRICT

Collins moved forward with for the good of the district.

- Zaber pointed out that Arlington Greens was voted as the #1 golf course and Splash City was voted as the #1 recreation facility by the Madison County Journal. She noted that the people had to actually write in the names of facilities, it was not multiple choice.
- Zaber also pointed out that Willoughby Farm received an award for sustainability and there will be an award presentation in October.
- Achenbach commended Zaber on the parking lot at Willoughby Farm.
- Achenbach has been sitting in on Maryville's parks and recreation meetings.
- Collins pointed out that Mark Marcuzzo qualified for the Tournament of.
- Collins also noted that Bitzer was the IAPD member of the month.

OTHER BUSINESS:

Collins opened the discussion to move the meeting into closed session. The motion was seconded by Lomax

Upon roll being called those voting AYE were Achenbach, Bitzer, Collins and Lomax. None voted NAY. Motion made to move to closed session.

The Board adjourned to CLOSED SESSION at 7:54PM

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by President Patrick Collins, September 16, 2014 at 8:56PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon roll being called the following commissioners answered present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins and Jeanne Lomax. Staff present included Executive Director Susan Zaber, Iva Briggs. Attorney Paul Evans was also present.

Collins opened a notion to entertain a motion for Resolution 14-5 requesting the city of Collinsville to release leased property to the Collinsville Area Recreation District.

Upon roll being called those voting AYE were Achenbach, Bitzer, Collins and Lomax. None voted NAY. Motion made to accept resolution 14-5

Collins opened a notion to entertain a motion for the employment of Susan Zaber as the Executive Director. The notion was seconded.

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

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

The meeting stood adjourned at 8:59PM.

Respectfully submitted,

Susan Zaber, Recording Secretary

Date