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## **REGULAR MEETING MINUTES October 21, 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 6:30PM, October 21, 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 and David Tanzyus. Commissioners Mary Ann Bitzer and Jeanne Lomax were absent.

Staff present included: Susan Zaber, Iva Briggs, Kevin Brown, Mark Kosmatka, Jessica Gonzalas and Kimberli DeRossett. Attorney Paul Evans was also present.

### **PUBLIC COMMENT FOR BOND HEARING:**

Patrick Collins opened the floor for public comment for the bond hearing. There was no public comment for the Bond Hearing.

### **BOND HEARING**

Refer to Bond Hearing minutes for October 21, 2014. The Bond Hearing ended at 6:47 PM.

### **PUBLIC COMMENT FOR REGULAR MEETING:**

The first speaker was Mike Kamp. He wanted to know if the District would be doing anything with ball field fees that evening. Zaber pointed out it was on the agenda. He wanted to know if he could speak after the ball field discussion. One question he did have was regarding a comment he had seen in the newspaper by Roger Starkey regarding resistance of the board to make any improvements on anything CARD controlled but did not own. Achenbach pointed out it was a factor to be considered.

The second speaker was Neal Randall. He had a question about the recycling container at Woodland Park. He said he called the township and was told the recycling container belonged to CARD. He went on to question why it was taken away. Zaber went on to explain that, to her understanding, there were two reasons. One, in the past it was funded by a grant the District received from Madison County that was no longer available and two, due to the misuse of the container. Individuals in the community were using the container to dump items other than recyclables and CARD had to provide the labor to clean up the inappropriate trash left in and around the container. Mr. Randall went on to point out that it was like closing down a bank because it was robbed as opposed to taking care of the problem. He stated he felt there should be

a place to recycle stuff. Achenbach pointed out some locations to take various recyclables. Mr. Randall said it should be the same for everyone. Kevin Brown pointed out there was another recycling container in Edwardsville. Brown also pointed out the terrible state of the recycling container in Collinsville and the large number of items like televisions, paint and other inappropriate materials being dumped by the recycling container. Various discussions regarding recycling continued and it was concluded that the township should be contacted.

### **CONSENT AGENDA:**

A motion was made by David Tanzyus and seconded by Mark Achenbach to accept the consent agenda.

- Achenbach opened a discussion regarding the finance spreadsheets. Zaber pointed out where to find the various types of information in the spreadsheet and how it was being tracked.
- Collins had a question on the claims and accounts section regarding healthcare having a zero balance. Iva pointed out a bill had not been received and it would be on the next month's printouts.

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

### **EXECUTIVE DIRECTOR & STAFF REPORTS:**

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

- Zaber referred to the ribbon cutting at Willoughby Farm for the road and parking lot repavement project. She stated the City of Collinsville was also going to assist with outlining and painting parking slots on the parking lot. She also noted that Farm Supervisor Carol Frerker attended the 4<sup>th</sup> annual Air and Health Forum and that Willoughby Farm was one of six recipients selected to receive the award for the Metro East Clean Air Program.
- Zaber noted that the District received the liability insurance renewal and it was higher. She stated she had requested details regarding the increase. There was an increase of approximately \$20,000. Achenbach noted that it should be getting cheaper, especially since the District no longer had Miner's
- Zaber stated she talked to Sarah Williams, Director of the Collinsville/Maryville YMCA regarding cross promotions and joint programs.
- Zaber stated she met with Dawn Mushill, Director of the Troy Chamber of Commerce and discussed marketing opportunities.
- She stated the last couple of weeks had been primarily dedicated to the rollover bond and audit and she hoped to have more information by the next meeting.

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

### **OLD BUSINESS:**

Regarding the capital improvement plan, Zaber stated the staff was in the process of outlining needs and expenditures. She stated she would present information once it was completed.

A motion was made by Patrick Collins, seconded by Mark Achenbach authorizing the Executive Director to put the mowing services out for bid.

- Mark Achenbach referred to a document provided to the board to review, which was the mowing bid packet that was distributed to bidders in April/May 2014. The board discussed changes that would be made to the bid packet prior to putting it out to potential bidders.
- Achenbach questioned the time frame. Zaber stated they looked at putting the bid out now and make a decision in December.
- Briggs pointed out it was better to do it early so the various companies could plan for staffing, etc. It was noted that the District was planning 26 weeks of mowing versus 30 weeks of mowing for the fiscal year.

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

### **NEW BUSINESS:**

Regarding the 2014 Rollover Bond, Mark Achenbach explained details regarding the numbers behind the total for the rollover bond. He stated he not only looked at the rollover bond, but the tax levy, and the EAV and tried to project what the tax levy and EAV might be for the upcoming year. He stated he looked at last year's tax levy and what the District spent, and came up with an estimate of .21 cents for the operating levy. He stated the District didn't want to make the bond payment so big that when the rollover bond amount was added to the operating levy that the tax levy was high. He stated his personal goal was not to have the tax levy go more than .50 cents. He stated in the bond he tried to make what the District was doing mesh with what the tax levy would look like so in the end individuals' taxes were not driven through the roof. Paul Evans asked or clarified with Achenbach that enough was projected to ensure the District met its obligations as required by law. Achenbach affirmed Evans' statement.

Regarding the ADA transition, Zaber stated the transition plan was required in order for the District to be able to apply and receive PEP grant funds. Collins asked if this was the only grant requiring this and Kevin Brown stated, right now, yes. Achenbach went on to inquire what the requirements were and what the timeframe was. There was discussion regarding the details of the transition plan, funding to complete the required projects, and the time frame for completing the outlined projects, which was stated to be five years. Tanzyus went on to point out that since the city was getting rid of a field 3 at Jaycee Sports Complex, they would have to adhere to the guidelines as well when replacing the field. There was discussion about the PEP grant and how it was administered. A motion was made by David Tanzyus, seconded by Mark Achenbach to approve the ADA Transition Plan. Those voting AYE were Achenbach, Collins and Tanzyus. None voted NAY. Motion passed.

The third item under discussion was the ball field pricing and agreements for 2015. According to Zaber, a lot of information was sent out previously for the ball field users to review and provide feedback. There was a meeting on September 24, 2014 with the ball field users. She presented pricing information and agreements for field utilization and tournaments. Regional pricing and historical data also was looked at. There was discussion regarding the information presented and the proposed pricing. It was stated the original proposal was for \$20 per field per

reservation. Due to the response from field users and impact the pricing would have, there was additional review and changes made and the current proposal was essentially \$20 per field per day during the week or for an approximate 4 hour time block. Other items referenced were district versus out of district pricing; guidelines for tournaments or weekend play; whether the District could offer a flat rate versus per field rate. Zaber referred to meetings held with representatives of some of the ball field users and stated a per field rate seemed to work better for most instead of a flat rate. Achenbach asked how many games were typically played in a 4 hour time block, and it was stated two games. Achenbach stated based on the revised proposed pricing the District was actually charging \$10 per field. A motion was made by David Tanzyus, seconded by Patrick Collins to approving the proposed ball field rates and authorizing the Executive Director to negotiate individual league agreements. There was additional discussion regarding the proposed rates. Achenbach stated he felt it was too cheap and that the District had the lowest rates in the region. Collins inquired about increasing the rates over the next few years. Achenbach referred to some of the regional pricing provided. Collins asked how an in-district user was defined. Tanzyus stated it was based on where the organizer was based out of. Zaber stated she was aware the rate proposed was lower than the original proposal, and it was a conservative step in the right direction. Mike Kamp went on to question the use of lights or if there was no change. Achenbach then questioned the cost of umpires. It was stated the average for two umpires for a high school team was \$90.00. Tanzyus stated the average was usually \$12-\$20. Achenbach then questioned the maintenance of the fields and the use of the equipment. Zaber stated equipment rental guidelines were still in development. Achenbach questioned who was buying chalk and who was using equipment to maintain fields and do proper preparations for field usage. Achenbach still concluded that the District was charging the smallest amount. After more discussion, Collins referred to the motion that was made. Upon roll being called those voting AYE were Achenbach, Collins and Tanzyus. None voted NAY. Motion passed.

### **FOR THE GOOD OF THE DISTRICT**

Tanzyus referenced the Willoughby Farm Ribbon Cutting event and stated the weather broke in time to conduct the ribbon cutting and it was a nice event.

Zaber pointed out that the District was hoping to see movement on the solar project. Tanzyus questioned having a ground breaking.

Achenbach thanked all staff who had been working on finances. Briggs pointed out that the District received money back from Ameren. Approximately \$5800 was credited and returned.

### **OTHER BUSINESS:**

A motion was made by Achenbach, seconded by Tanzyus to go into Closed Session for the purpose of discussing the purchase or sale of real property and litigation. (5 ILCS 120/2(c) 5, 6, 11). Those voting AYE were Achenbach, Collins and Tanzyus. None voted NAY. Motion passed.

The Board adjourned to CLOSED SESSION at 8:08PM

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, October 21, 2014 at 9:16 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Mark Achenbach, Patrick Collins, and David Tanzyus. Staff present included Executive Director Susan Zaber. Attorney Paul Evans was also present.

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

The meeting stood adjourned at 8:17 PM.

Respectfully submitted,

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Susan Zaber, Board Secretary

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Date