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REGULAR MEETING MINUTES December 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 6:30PM, December 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.

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

CONSENT AGENDA:

A motion was made by Mary Ann Bitzer, seconded by Mark Achenbach to accept the consent agenda.

- Minutes of previous board meetings were covered. Achenbach had a question regarding capital improvement and if we still owed money. According to Zaber, we still owed in regards to the solar grant.
- Minutes of previous closed/executive sessions. Achenbach had a question regarding the November 12, 2014 closed session minutes. Evans stated to wait until closed session to cover questions regarding previous closed session minutes.

An amendment was made to the original motion by Achenbach, seconded by Bitzer to remove the closed session meeting minutes from the motion. 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 Jeanne Lomax to accept the executive and staff reports.

- Zaber reported she and Iva met with AFI, Open Systems and Hughes and Associates in regards to the audit.
- Zaber went on to point out she had been primarily working with staff on budgets.
- Zaber stated the updates on the fixed asset listing were still being updated.
- It was noted that payroll was changing, a change that should eliminate the need for double entry of payroll.
- Zaber stated there was a groundbreaking ceremony held on December 5. The District was awarded the MEPRD grant applied for, and staff were working on ballfield agreements.

- Zaber stated she was working with Ryan Besse regarding recruitment of a concession manager and staff.
- Collins verified that volunteer days are on Wednesdays.

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

OLD BUSINESS:

There was no old business to report.

NEW BUSINESS:

A motion was made by Mark Achenbach, seconded by Mary Ann Bitzer to adopt Ordinance 14-7, regarding the tax levy for May 1, 2015 to April 30, 2016. Achenbach noted that last year the levy was \$1,280,000. This year it was \$1,185,000, and 8% reduction from the previous year. Upon roll being called, those voting AYE were Achenbach, Bitzer, Collins and Lomax. None voted NAY. Motion passed.

Regarding discussion/action regarding placement of advisory referendum on April 2015 ballot. Achenbach stated he wanted to table the agenda item till the next meeting, because he felt it was important for the entire Board to be present for the discussion.

Regarding discussion/action regarding 2015 Board Meeting Schedule. It was noted the meetings would continue to be held the third Tuesday of each month. Collins moved to approve the 2015 meeting schedule, as presented. The motion was seconded by Achenbach. Upon roll being called, those voting AYE were Achenbach, Bitzer, Collins and Lomax. None voted NAY. Motion passed.

Regarding discussion/potential action regarding 2015 mowing services bids. There were five bidders. Garden of Eden, Hank's Excavating & Landscaping, Delkus Lawn & Landscaping, Bryant's Mowing Service and Cloverleaf Grounds Management. Zaber went on to highlight some of the pricing and the various rates in pricing. Delkus's pricing sheet gave a bid that was varied instead of solid 30 mows. Cloverleaf gave one lump sum amount based on 30 mows. They did not break that down to per occurrence per property. They did provide further information with more details. Municipal experience, references, insurance, bid bond and per occurrence pricing were required with each bid. It was noted that bidders were informed the decision may be made not will be made by a certain day. Bitzer questioned what CARD's costs were for providing mowing services in house. Achenbach noted that we have to incorporate depreciation for each mower. Bitzer stated she wanted to see the documentation regarding CARD's costs for the next meeting before making a final decision. Collins went on to question if we could tailor mowing to our needs. Collins decided to table the decision until the next meeting so additional information could be obtained and reviewed.

PUBLIC COMMENT

Jim Sparks was first to speak. He has been working on the same thing Harold has been working on, in regards to closed meeting minutes. Closed meeting minutes should be reviewed semi-annually. Achenbach pointed out that not all are released to the public, but that did not mean they were not reviewed. Whatever can be released is released is and what cannot be released is not. Jim noted there is a change in the online listing of meeting minutes. The regular meeting minutes for July 2014 for the removal of request for park grants by Lomax and Achenbach. He is pleased with what is being done with the grants. He went on to note the special meeting at Arlington Golf Course on November 12. He noted that was the second meeting at Arlington and noted that they went to the bar while the closed session was going on. He noted that Lomax was very gracious about explaining bonds. He noted that Bitzer was very anxious and did not seem very understanding. Bitzer stated they could not conduct their business until Jim left the room. Jim questioned where they were supposed to go. Achenbach pointed out that it had not been taken into consideration of where the audience should go while the board was in closed session. Jim thanked Achenbach and stated that is what he needed to hear.

Joe Ashman Was second to speak. As a business man he feels CARD needs to have a cost analysis for in house versus outsourcing of services. He went on to question what the plan was with the million dollar building at Pleasant Ridge.

Zaber went on to note that the last time closed session meeting minutes were released was in July. .

FOR THE GOOD OF THE DISTRICT

Zaber pointed out the success of Christmas at Willoughby and the good job done by Heather Hayden with Breakfast with Santa. Overall thanks went out to the staff for the hard work and for wrapping up the year.

Collins thanked everyone who came out to the groundbreaking.

OTHER BUSINESS:

A motion was made by Achenbach, seconded by Lomax to go into Closed Session for the purpose of discussing the purchase or sale of real property and litigation. (5ILCS 12/2(c) 5, 6, 11). Those voting AYE were Achenbach, Bitzer, Collins and Lomax.

The Board adjourned to CLOSED SESSION at 7:16 PM.

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, December 16, 2014 at 8:20 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Achenbach, Bitzer, Collins and Lomax. Staff present included Executive Director Susan Zaber. Attorney Paul Evans was also present.

A motion was made by Patrick Collins, seconded by Mary Ann Bitzer to approve Closed Session Minutes, as amended. Those voting AYE were Achenbach, Bitzer, Collins and Lomax. None voted NAY. Motion passed.

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

The meeting stood adjourned at 8:21PM

Respectfully submitted,

Susan Zaber, Board Secretary

Date