



COLLINSVILLE AREA RECREATION DISTRICT

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**REGULAR MEETING MINUTES
FEBRUARY 17, 2015
AGENDA**

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Patrick Collins at 6:30 PM, February 17, 2015 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, MaryAnn Bitzer, Patrick Collins and David Tanzyus. Commissioner Jeanne Lomax was absent.

Staff present included: Susan Zaber, Iva Briggs, Mark Kozmatka, Kimberli DeRossett, Mark Marcuzzo, Kyle Smith, Greg Reising, Chad Robbins and Jessica Gonzalez. Attorney Paul Evans also was present.

CONSENT AGENDA:

A motion was made by Patrick Collins to accept the consent agenda. It was noted the regular meeting minutes for the January 22, 2015 meeting were not included in the board packet. An amended motion was made by Achenbach to remove approval of the January 22, 2015 meeting minutes from the original motion. The motion was seconded by David Tanzyus. Roll was called with the following voting AYE: Achenbach, Bitzer, Collins and Tanzyus. None voted NAY. Motion passed.

EXECUTIVE DIRECTOR & STAFF REPORTS:

A motion was made by Mary Ann Bitzer, seconded by Patrick Collins to accept the executive and staff reports.

- Susan Zaber stated staff had started working on personnel evaluations. She referred to the pricing for Arlington Greens, which was discussed at the previous meeting, but no action had been taken and would be discussed in more detail later in the meeting.
- Zaber referenced a meeting had with Kochan and Company, a marketing firm used previously for Splash City signage design, regarding Splash City marketing. It was pointed out Kochan had a strong opinion that the season passes were too high, that daily pricing seemed to be fair, the ten packs seemed to be in competition with season passes, and there were too many options marketed to customers. Kochan made the recommendation to lower the season pass prices for the upcoming or following season, and it was suggested that by lowering the season pass price would be greatly beneficial and possibly increase the overall sales of season passes. There was some discussion about the information provided by Kochan. Achenbach stated he would like to see official numbers related to attendance, etc. before making any final decisions.

- Zaber also referenced a meeting with Paycor, a payroll processing company. She stated due to inquiries made by board members in the past regarding outsourcing of the payroll function, she decided to look at information sent by Paycor and schedule a meeting with the group. She stated Paycor would be providing pricing information at a later time and she would present the information to the board along with the approximate costs of maintaining the function in-house. Bitzer raised the question of checking with other companies and suggested contacting ADP and Paychex.
- Zaber stated they were working on developing the District's fixed asset listing, and submitting updated information to the District's insurance group to ensure assets were insured and accurately valued. Achenbach questioned the solar projects impact on insurance rates.
- Zaber stated they also met with the Ketchup Bottle Celebration Committee regarding holding the annual celebration at Woodland Park instead of the American Legion.
- Collins had questions regarding the Tara Lane drainage pipe issue. Greg Reising pointed out the drain was clogged, and stated the parks staff cleared it up as much as they could for that time of the year to help the drainage. He stated the lake needed to recede more before they could finish completely clearing the pipe.

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

OLD BUSINESS:

A motion was made by Achenbach, seconded by Bitzer to accept the pricing presented for 2015 golf rates.

- Mark Marcuzzo answered questions related to the variance in pricing for the women's league versus other leagues. He stated the pricing varied because the women's league played 18-holes and the regular league played 9-holes. Marcuzzo discussed the addition of a mid-day rate for non-residents. He stated he chose not to change other rates based on research of pricing at other golf courses.

The roll was called with the following voting AYE: Achenbach, Bitzer, Collins and Tanzyus. None voted NAY. Motion passed.

NEW BUSINESS:

A motion was made by Bitzer, seconded by Tanzyus to approve Resolution 15-1", providing ED authorization to apply for the Madison County PEP grant.

- Zaber referred to the Capital Improvement Plan and updates made to proposed expenditures, and stated it was an ever-evolving document.
- There was discussion about the proposed expenditures and grants identified and/or secured to fund some of the proposed expenditures. Achenbach had a question regarding a \$220K payment for the solar project, which Zaber stated was the estimated final payment for completion of the project. There was discussion about funding for capital projects for facilities supported by tax income versus fees for service (e.g. golf course vs. Willoughby Farm), and regarding the various types of capital expenditures. Achenbach stated there were three types of capital expenditures; capital improvement, capital maintenance, and capital replacement. Achenbach generally asked if maintenance and replacement expenses should be paid from taxes or from fees for the golf course and Splash City? Achenbach went on to say he was against the purchase of a rough mower

for the golf course using capital funds, because it is a fee for service facility, but he was good with all the other projected expenditures outlined for current fiscal year. Golf Course Superintendent Kyle Smith pointed out that leasing the rough mower was not a good deal in comparison with purchasing the mower, and there were no grants for wheeled equipment.

- In regard to the grant resolution, Zaber noted revisions made to items/projects being submitted for the grant. It also was noted that the funding for the PEP Grant was based on the 2010 Census.

Roll was called and those voting AYE were Achenbach, Bitzer, Collins and Tanzyus. None voted NAY. Motion passed.

Regarding amendment of Ordinance 14-2, the budget and appropriation ordinance, Zaber stated the reasons the District would need to adopt an amended ordinance. Specifically, there was a miscalculation of the District's contribution to IMRF, an unexpected increase in the District's liability insurance premium, and changes made to how expenses were classified from the previous fiscal year. The VCAP process was mentioned and expensed to be paid to the IRS, which were not accounted for in the original budget ordinance. Achenbach stated the tax levy would need to be amended to address the IMRF issue. Achenbach also recommended transferring funds General Corp. to Rec to address the changes made to the classification of expenses in those funds.

PUBLIC COMMENT

Vic Betta and Mike Evans with Collinsville Sunrise Kiwanis were present to speak about the Fishing Derby. Vic Betta stated the event generally ran in conjunction with the Horseradish Festival. He stated it was cancelled in 2014 because of lack of fish in the lakes from CARD. Zaber stated they had worked with a member of the Kiwanis regarding the event in 2014 and were going to purchase the fish and be reimbursed by the Kiwanis for the fish purchase, but then didn't hear anything more from the Kiwanis. Betta stated they would like to bring back the fishing derby and would like to know what needs to be done in order to continue the event, and they would like to know the legal side of stocking the lakes at Woodland Park. He stated the Kiwanis would buy the fish; but they just needed to know what kind to put there. Zaber stated she would like for Jessica Gonzalez, Recreation Coordinator, to work with the Kiwanis regarding coordinating plans for the event. Achenbach recommended calling the Madison County regarding stocking the lake.

FOR THE GOOD OF THE DISTRICT

Achenbach just stated for everyone to keep up the good work and that even though it was winter there were a lot of good things happening.

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, litigation and to review closed session minutes (5 ILCS 120/2(c) 5, 6, 11,21). Those voting AYE were Achenbach, Bitzer, Collins and Tanzyus. None voted NAY. Motion passed.

The Board adjourned to CLOSED SESSION at 7:41 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, February 17, 2015 at 8:46 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Achenbach, Bitzer, Collins, and Tanzyus. Staff present included Executive Director Susan Zaber. Attorney Paul Evans was also present.

Tanzyus made a motion, seconded by Bitzer to have a survey of Schnuck Park property. Those voting AYE were Achenbach, Bitzer, Collins and Tanzyus. None voted NAY. Motion passed.

A motion was made by Bitzer, seconded by Tanzyus to release closed session minutes as presented and amended. Those voting AYE were Achenbach, Bitzer, Collins and Tanzyus. None voted NAY. Motion passed.

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

The meeting stood adjourned at 8:47 PM.

Respectfully submitted,

Susan Zaber, Board Secretary

Date