



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

10 Gateway Drive, Collinsville, Illinois 62234 • (618) 346-PLAY (7529) • (618) 346-7530 (fax)

REGULAR MEETING MINUTES MAY 19, 2015

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Patrick Collins at 6:45 PM, April 21, 2015 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Roll was called with the following commissioners answering present: Mark Achenbach, Patrick Collins, Jeanne Lomax, and David Tanzyus. Commissioner Mary Ann Bitzer was absent.

Staff present included: Susan Zaber, Iva Briggs, Kyle Smith, Mark Marcuzzo, Jessica Gonzalez, Kevin Brown, Carol Frerker, Mark Kozmatka, Kimberli DeRossett. Attorney Paul Evans also was present.

A motion was made by Achenbach, seconded by Tanzyus to adjourn sine die of the prior term at 6:46 PM. Those voting AYE were Achenbach, Collins, Lomax, Tanzyus. None voted NAY. Motion passed.

Susan Zaber administered the oath of office to Commissioners Elect Jeanne Lomax and Brad Sewell.

The Roll was called for the new Board of Commissioners at 6:49 PM with the following commissioners answering present Mark Achenbach, Patrick Collins, Jeanne Lomax, Brad Sewell and David Tanzyus.

CONSENT AGENDA ITEMS

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

- Zaber stated the regular meeting minutes for the April meeting were not originally included in the board packet and there was a change made to the Claims & Accounts list. The Board reviewed the information.

Roll was called with the following voting AYE: Achenbach, Collins, Lomax, Sewell, Tanzyus. None voted NAY. Motion Passed.

EXECUTIVE DIRECTOR & STAFF REPORTS:

Zaber opened discussion stating

- The annual audit was scheduled.
- The PEP Grant projects were in process.
- Landscaping around Splash City and the Activity Center was being worked on.

- Paperwork was submitted to the Illinois Clean Energy Community Foundation for reimbursement for the solar grant.
- The ribbon cutting ceremony for the solar panel project was scheduled for May 20, 2015.
- Splash City was being prepped.
- Arlington Greens was up and running, and the Boots on the Green event was successful. There was a video online by CBS Sports, and the link to the video was posted on the Arlington Greens Website, Facebook and CARD web site.

A motion was made by Achenbach, seconded by Tanzyus to accept the Executive Director and staff reports.

- Achenbach commended staff, and stated he knew staff were busy because there was a lot done, in addition to the budget. He stated the efforts were not unnoticed. In relation to the Treasurer's report, he stated he looked back to the past and if the clocks were turned back a year and looked at the numbers a year ago compared to today, it was nothing short of miraculous the District was where it was currently.
- Collins stated when he first started it was difficult to understand the budget and what was being spent on a monthly basis, but now he could understand it, it made sense, and he could explain it to others.
- Collins asked about Marcuzzo being elected as VP of the V.A. Boots on the Green Board of Directors. Marcuzzo explained how he got involved and the benefits of the program. He stated the PGA Hope and PGA Reach had a lot of involvement. He went on to commend the maintenance crew for the condition of the greens.

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

OLD BUSINESS:

Collins opened the discussion regarding the 2015-2016 Budget Ordinance 15-3. Achenbach made a motion, seconded by Lomax to approve budget ordinance 15-3 with the modification to adjust the appropriated amount to 5% greater than the budgeted line items as opposed to the 15% that was currently shown in the draft ordinance. Roll was called with the following voting AYE: Achenbach, Collins, Lomax, Sewell and Tanzyus. None voted NAY. Motion Passed.

Regarding the Capital Improvement Plan and Purchasing Policy, Zaber noted there were two parts to the discussion. The first was going back to the Capital Plan originally distributed to the Board in September. She stated she would like for the Board to decide on a clear definition of what was a fixed asset and/or capital expenditure. She stated she would also like for the Board to provide guidance regarding the vision of the board as related to capital improvements, so staff could target grants to pursue, etc. related to priorities of the District. In regard to the purchasing policy, Zaber stated the current policy was approved in 2012. She stated due to transition and changes of the last year was doing more than what was required by the policy, in that she had been coming to the board for approvals when not necessary according to the policy. Zaber stated she would like for the policy to be modified to what the Board wanted. Achenbach asked Zaber how she would like to go about modifying the policy, and stated if it's not in a budget it should be brought to the board. Zaber noted she would like for the board to look at the current policy and provide feedback regarding changes. There was discussion regarding a fixed asset.

Achenbach suggested having a Committee-of-the Whole meeting to discuss the District's Capital Plan.

A motion was made by Achenbach, seconded by Tanzyus that a capital asset be defined as any asset that has a service life of at least three years and a purchase value of at least \$5,000. Roll was called with the following voting AYE: Achenbach, Collins, Lomax, Sewell and Tanzyus. None voted NAY. Motion Passed.

The Board decided to schedule a Special meeting or a Committee-of-the-Whole meeting for the second Tuesday of June at 6:30PM to discuss the Capital Plan and revisions to the Purchasing Policy.

NEW BUSINESS:

Regarding Arlington Utility Vehicles lease resolution, Zaber noted that Kyle Smith was present to answer questions about the need and provide an understanding of what the District had in regard to golf maintenance equipment. It was stated the particular vehicle the golf course wanted to lease was similar to what was at Splash City, Kyle stated he currently had two, and they used to have eight. Discussion continued regarding similar vehicles used by the other departments at the different facilities. Achenbach went on to question specifics. Collins asked for clarification on the lease agreement, and Zaber stated it was three year finance plan to purchase the two vehicles. After additional discussion a motion was made by Achenbach, seconded by Sewell to adopt Resolution 15-6, A Resolution Authorizing the Negotiation, Execution, and Delivery of Lease Agreement for (2) Toro Workman MD Utility Vehicles. Roll was called with the following voting AYE: Achenbach, Collins, Lomax, Sewell and Tanzyus. None voted NAY. Motion Passed.

Regarding a fire alarm system maintenance agreement, Zaber stated Barcom was the provider of the burglar alarm, but monitored both the burglar and fire alarm. She stated the maker of the fire alarm was Tyco/Simplex Grinnell. In reference to services currently provided by Tyco she stated the District was recently billed \$700 for a service call, but there was no service agreement in place. She stated Barcom could provide the needed inspection and services through an agreement for approximately \$1,000 less per year compared to Tyco. Achenbach questioned what facility the agreement covered, and Zaber stated it was for the Activity Center only. Tanzyus pointed out the fire department could test sprinklers for a fee. Zaber stated she would like to pursue an agreement with Barcom. Achenbach made a motion, seconded by Tanzyus authorizing the Executive Director to negotiate an agreement with Barcom to service the fire alarm system. Roll was called with the following voting AYE: Achenbach, Collins, Lomax, Sewell and Tanzyus. None voted NAY. Motion Passed.

PUBLIC COMMENT

Jim Sparks noted new faces being present. He went on to note his thoughts when thinking back to 2011 and his first meeting. He stated that four years later, there are a lot of new faces. This is good he noted. The majority of the problems left a few months ago. He went on to raise the question of security during board meetings. He noted locations he has been to where there had

been armed security. He also noted that at several CARD meetings in the past, security was provided. He went on to note that he would like for the decision whether to provide armed security or not to be voted on by the board. He would like for the Board to make an official decision regarding armed security. He is not sure how to go about getting that on the agenda. He continued the discussion of tabling, which was started in the previous meeting.

FOR THE GOOD OF THE DISTRICT

Achenbach commended Willoughby staff for the good job done with Spring Farm Day despite the rain. Collins also complimented the Spring Farm Day event.

OTHER BUSINESS:

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

The Board adjourned to CLOSED SESSION at 7:51PM.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Collins, May 19, 2015 at 8:52 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Achenbach, Collins, Lomax, Sewell and 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 Sewell, seconded by Achenbach the meeting be adjourned. Those voting AYE were Achenbach, Collins, Lomax, Sewell and Tanzyus. None voted NAY. Motion passed.

The meeting stood adjourned at 8:53PM

Respectfully submitted,

Susan Zaber, Board Secretary

Date