



COLLINSVILLE AREA RECREATION DISTRICT
www.CollinsvilleRec.com

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REGULAR MEETING MINUTES OCTOBER 18, 2016

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Patrick Collins at 6:35 PM, October 18, 2016 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, Jeanne Lomax and David Tanzyus.

Staff present included: Doug Erhart, Kimberli DeRossett, Mark Kosmatka, Katarina Belt, Jessica Jader, Keith Grotefendt and Max Ryan. Ebony Pollard arrived at 7:20 PM. Belt and Jader left at 7:30 PM.

SPEAKERS FROM THE FLOOR

Collins opened the floor for speakers from the floor. There were no speakers from the floor.

CONSENT AGENDA

Collins opened discussion to review and accept the consent agenda items including:

- Regular Meeting Minutes for September 20, 2016
- Closed Regular Minutes for September 20, 2016
- Treasurer's Report for September 2016
- Claims and Accounts List in the amount of \$296,247.78
- Budget Tracking Reports

Tanzyus made a motion, seconded by Achenbach, to accept the Consent Agenda items.

Achenbach questioned Claims and Accounts line item under Capital Improvement, Card Services for \$2,974.41. Erhart verified that it is in Capital Improvement and will be reimbursed through the PEP Grant. Grotefendt noted it was the bases and safety bases for the ball fields.

Lomax went on to question the Administrative Fee for Bank of New York Mellon on Bond Series 2013 for \$500. Erhart noted the bonds have an Admin Fee each year. He is unsure if it is on every bond.

Erhart went on to note we received the bill from UMB Bank for the Series 2015 Rollover Bonds today. He noted Madison County paid UMB directly. St. Clair County sends the money to CARD. Erhart would like to include the payment to UMB Bank in the Claims & Accounts report.

Tanzyus made a motion, seconded by Achenbach, to amend the Consent Agenda Items to include the payment to UMB Bank for \$84,958.27.

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

EXECUTIVE DIRECTOR & STAFF REPORTS

Collins opened discussion with potential action regarding Executive Director & Staff Reports.

Erhart reviewed the following items:

- The numbers on the Treasurer's Report pointing out the numbers at the Golf Course were \$27,000 to the good.
- He pointed out the expenditures in General Corporation and Recreation versus the tax revenue.
- We currently have a \$20,000 pending insurance claim from a lightning strike in the end of July. One of the damaged items was the control box for the fire protection. Currently we have no fire protection. IPARKS has the bids to repair and we are awaiting payment.
- He also noted that he has hired Jill Rice as the part-time Financial Assistant.
- Several options were presented to the Board regarding the FlowRider and possible replacement options from Westport Pools. The potential designs are based on the dimensions of the current basin.
- He discussed the results of Accounting Software reviews. He noted ClerkBooks (a version of QuickBooks) was the cheapest option that interfaced with our current programs. We are currently paying \$8,300 a year for Vermont Systems, RecTrack and Open Systems. Switching to ClerkBooks would cost about \$14,000 just to get the system installed with an annual fee of \$13,000. He noted the most expensive part is payroll. To get set up with payroll would be \$5,800 and \$2,200 a year after that. Due to costs, it was decided to stay with our current accounting program. Lomax asked if there were other options. Erhart noted there are other options, but this is the cheapest route. Achenbach suggested contacting other park districts that use VSI to see what accounting programs they use.
- He also noted that Jader attended the NRPA Conference in St. Louis. She went on to discuss a new idea called "Did You Know" to help educate the community on the importance of a parks and recreation district.
- Erhart noted events and progress at Arlington Greens Golf Course such as Boots on the Green.

Achenbach commended Jader on ideas for the Park Rx Program.

Achenbach made a motion, seconded by Lomax, to accept the Executive Director & Staff Reports.

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

OLD BUSINESS

Collins opened the floor for old business.

Outstanding bonds and payments were discussed next. Erhart pointed out that payment is due on our Long Term Bonds on December 1, 2016. If Rollover Bonds are not done, the first payment is \$963,945.50. We have the money in escrow at Bank of New York Mellon from the Rollover done in February. The second installment will be due in June for \$441,105. The account at BNYM will then be zero. The payment for the 2016 Rollover will be due in December of 2017. Collins questioned what the time frame was that a decision has to be made by. Achenbach and Tanzyus discussed pros and cons of Rollover Bonds and other potential options. Erhart and Achenbach will work on specific dates, amounts and options.

This was a discussion only and no action was taken at this time.

NEW BUSINESS

Collins opened the floor for new business.

Resolution 16-5, a resolution authorizing disposal of certain surplus CARD personal property was discussed first. Erhart reviewed the Vehicle Retirement List which includes five vehicles including: 1997 GMC 3/4 Ton PU; 1996 Dodge B250 PU; 1996 Dodge Ram Van; 2008 Dodge Caravan and 2008 Ford E150 Van.

Tanzys made a motion, seconded by Achenbach, to accept Resolution 16-5.

Roll was called with the following voting AYE: Achenbach, Collins, Lomax and Tanzys. None voted NAY. Motion passed.

The potential purchase of a new pick-up truck for Willoughby Farm was discussed next. Erhart presented the Board with the various options. The best deal came from Jack Schmitt Ford Lincoln of Collinsville. CARD would trade the vehicles listed in Resolution 16-5 for \$9,300 and obtain a 2016 F250 Regular Cab 4x4 for \$24,494.00. The final cost with the trade in would be \$15,194.00.

Achenbach made a motion, seconded by Tanzys, to accept the proposal from Jack Schmitt Ford Lincoln of Collinsville.

Roll was called with the following voting AYE: Achenbach, Collins, Lomax and Tanzys. None voted NAY. Motion passed.

FOR THE GOOD OF THE DISTRICT

Collins opened the floor for the good of the district.

Collins thanked everyone for letting him serve on the Board for the last four years. This is his last meeting. He has accepted a position in Florida and is resigning.

OTHER BUSINESS

A motion was made by Lomax, seconded by Tanzys, to go into Closed Session for the purpose of discussing the employment, compensation, or dismissal of specific employees, purchase or sale of real property, and litigation. (5 ILCS 120/2§ 1, 5, 6, 11). Those voting AYE were Achenbach, Collins, Lomax and Tanzys. None voted NAY. Motion passed.

The Board adjourned to CLOSED SESSION at 7:36 PM.

Tanzys left the meeting at 7:49 PM.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Collins, October 18, 2016 at 8:11 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Achenbach, Collins and Lomax. Staff present included Executive Director Doug Erhart.

Achenbach made a motion, seconded by Lomax, to financially compensate the Executive Director for the balance of his unused vacation.

Roll was called with the following voting AYE: Achenbach, Collins and Lomax. None voted NAY. Motion passed.

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

The meeting stood adjourned at 8:13 PM.

Respectfully Submitted,

Kimberli DeRossett, Recording Secretary

Date