



COLLINSVILLE AREA RECREATION DISTRICT
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REGULAR MEETING MINUTES

DECEMBER 27, 2016

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by Vice-President Jeanne Lomax at 6:30 PM, December 27, 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, Jeanne Lomax and Brad Sewell.

Staff present included: Doug Erhart and Kimberli DeRossett. District Attorney Andrew Carruthers and Auditor Jeremy Plank were present as well.

SPEAKERS FROM THE FLOOR

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

CONSENT AGENDA

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

- Regular Meeting Minutes for November 15, 2016 and Special Meeting Minutes for December 8, 2016
- Closed Regular Minutes for November 15, 2016 and Special Meeting Minutes for December 8, 2016
- Treasurer's Report for November 2016
- Claims and Accounts List in the amount of \$451,200.06
- Budget Tracking Reports for November 2016

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

Achenbach questioned the charge in Bond and Interest Fund to UMB Bank for \$303,688.44. Erhart explained it was the remainder of the pay off the General Obligation Bond Series 2015 A and 2015 B. It is the remaining amount that has not been collected in tax revenue. \$234,000 of this amount has already been reimbursed by tax revenue in December 2016.

Lomax questioned the following three areas on the Claims and Accounts Report:

- The activity room partitions under General Corp to Revensberg Inc. for \$847.96. Erhart explained the issues with the dividing walls in the activity rooms.
- Under Aquatic to Super City Dots, LLC for Dippin Dots in the amount of \$1,281.56. Erhart explained there was an outstanding bill from May that we had not received. The owners came by the CARD office to address the issue.
- The third question was for Label Covers for FlowRider under Aquatic for \$100.65. Erhart explained the labels were made to cover the FlowRider information on existing brochures rather than paying for new brochures.

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

EXECUTIVE DIRECTOR & STAFF REPORTS

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

Erhart reviewed the following items:

- Kevin Brown's report noted shutting off unused water meters in the off season, from November through March and saving over \$4,000 in user fees.
- Jessica Jader report noted she is having more success in the search for sponsors.
- DeRossett noted there were over 100 marketing packets that went out to area businesses searching for sponsors for Splash City attractions.
- Erhart noted the golf course has been shut down because of the excessively wet grounds.
- He went on to note Tim Childers work to update the credit card machines.

Achenbach questioned the donation from the Festival of Trees. Erhart noted the Collinsville Kiwanis is donating money from Festival of Trees to Willoughby Farm and the Maryville Kiwanis is donating money from Festival of Trees to Pleasant Ridge Park. Achenbach would like for something to be done to thank the Kiwanis for the contributions.

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

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

OLD BUSINESS

Lomax opened the floor for old business.

Discussion took place regarding the approval of the May 1, 2015 through April 30, 2016 Annual Audit.

Achenbach suggested removing the language of Note #5 from the Annual Audit submitting it as a second document. He stated that as long as they are together in the same document, he could not vote to accept it. Plank indicated Note #5 is normally not included in their audits, but it was included in CARD's audit because it had been included in the past. He will check on possibly removing it.

Sewell asked if voting to not accept this audit, which means CARD is going forward without a qualifying audit, is pertinent to anything else we do. Achenbach said it is State law to submit a qualifying annual audit. Plank noted that it has been filed with the State Comptroller's Office. He will look into making changes to audits that have already been filed.

This was a discussion only. Jeremy Plank, the auditor, will look into options regarding CARD's annual Audit and it will be discussed at the next regular Board Meeting.

Plank left the meeting at this time.

NEW BUSINESS

Lomax opened the floor for new business.

Erhart discussed the scheduling of Regular Monthly Meetings for 2017. They would be at 6:30 PM on the third Tuesday of each month.

Sewell made a motion, seconded by Achenbach, to approve the scheduling of Regular Monthly Meetings for 2017.

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

Erhart discussed the renewal of the Illinois Public Risk Fund Insurance for policy period January 1, 2017 to January 1, 2018. The premium went down from \$38,064 to \$36,812. Because of a good loss ratio CARD was awarded a \$4,099 safety grant from IPRF to be used on safety equipment.

Achenbach made a motion, seconded by Sewell, to approve the renewal of the Illinois Public Risk Fund Insurance for policy period January 1, 2017 to January 1, 2018.

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

Erhart discussed the adoption of Ordinance #16-7, an ordinance amending Section 7.9 of the Personnel Policy Manual.

Achenbach made a motion, seconded by Sewell, to adopt Ordinance #16-7, and ordinance amending Section 7.9 of the Personnel Policy Manual. This amendment will bring the district in compliance with the new Illinois Government Travel Expense Control Act.

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

Erhart discussed the approval of the revised CARD Personnel Policy Manual with a revision date of December 14, 2016.

Sewell made a motion, seconded by Achenbach, to approve the revised CARD Personnel Policy Manual with a revision date of December 14, 2016.

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

Erhart discussed the renewal of Delta Dental Insurance for policy period February 1, 2017 through February 1, 2019. The premium has not changed and there is a two year guarantee.

Sewell made a motion, seconded by Achenbach, to renew Delta Dental Insurance for policy period February 1, 2017 through February 1, 2019.

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

FOR THE GOOD OF THE DISTRICT

Lomax opened the floor for the good of the district.

Christmas at Willoughby and Breakfast with Santa were discussed.

OTHER BUSINESS

A motion was made by Sewell, seconded by Achenbach, 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, Lomax and Sewell. None voted NAY. Motion passed.

The Board adjourned to CLOSED SESSION at 7:10 PM.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Lomax, December 27, 2016 at 7:52 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Achenbach, Lomax and Sewell. Staff present included Executive Director Doug Erhart. District Attorney Carruthers was present as well.

Sewell made a motion, seconded by Achenbach, to grant Erhart permission to sign the settlement agreement regarding pending litigation.

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

Achenbach made a motion, seconded by Sewell, to raise Erhart's salary by 10% starting January 1, 2017.

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

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

The meeting stood adjourned at 7:54 PM.

Respectfully Submitted,

Kimberli DeRossett, Recording Secretary

Date