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## **REGULAR MEETING MINUTES**

**June 17, 2014**

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by Vice President Patrick Collins at 6:30 PM, June 17, 2014 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Following the Pledge of Allegiance the role was called with the following commissioners answering present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax and David Tanzyus.

Staff present included Susan Zaber, Iva Briggs, Kevin Brown, Carol Frerker, Mark Kosmatka, Pete Peterson, Kimberli DeRossett. Attorney Paul Evans was also present.

It was pointed out there would be two parts to tonight's meeting. The first would be the Budget Hearing and the second would include the Regular Meeting. There were separate sign-in sheets for public comment for both the hearing and regular meeting.

### **INTRODUCTION TO BUDGET HEARING**

Susan Zaber opened discussion of Budget Hearing. Three forms were given to the board. The first was the budget ordinance which was posted in May and distributed during the last board meeting. The current form was a modified version of what was originally given. She continued to point out the changes made. There also was an Excel spreadsheet given out outlining Capital Expenditures and the various expenditures, projects and potential projects. She went on to explain the color coordination with the spreadsheet. The last form was an organization chart outlining the positions and reporting structure of staff.

A projector was then used by Susan Zaber to present the budget, beginning with the general corporate fund. The concept of a budget versus appropriation was discussed. The budget was what staff would be working under and the appropriation added the cash on hand from the last fiscal year plus potential unplanned expenditures, which created an extra cushion.

Susan Zaber then asked for questions regarding the General Corporate Fund. There were no questions.

The next topic was the Recreation Fund. A review was done of the overall expenditures. The appropriation of funds regarding mowing was then discussed. Zaber asked for questions. Achenbach pointed out minor changes regarding general funds versus recreation funds. It was noted that all parks would fall under the recreation fund.

The Aquatic Fund was discussed next. It was noted the main change in aquatics was on the appropriation side. The board had no questions regarding aquatics.  
The Museum Fund was discussed next. Zaber noted there was a slight adjustment in the salary budget.

The Golf Fund was discussed next and again the primary changes were made on the appropriation side.

The smaller funds were discussed next.

- One major change was with the solar grant and reimbursement.
- The social security fund changed again due to not having mowing services and having staff instead.
- There were no real changes in workman compensation except with the appropriation side.
- No real changes were noted with audit fund or bond and interest fund.
- The liability fund was based on last year plus an increase. There will be further discussions regarding deductible.
- The paving and lighting fund was discussed next. It was noted funds would be used for road repairs at Willoughby Farm and Woodland Park.

A full breakdown was then presented of the expenditures by Zaber. Achenbach then pointed out that when budgeting the capital improvement, the budgeting was done of the entire amount, but that did not mean the entire budget would be used.

Susan Zaber then pointed out there were some corrections in estimated revenues related primarily to typos and numbers in columns.

Bitzer opened a discussion on special events. Zaber pointed out the cancellation of certain events and the addition of various other events at later dates. She also noted the addition of Heather Hayden to coordinate various events. It was also noted that Carol and Mark would be organizing many of the events at Willoughby Farm in house.

Zaber asked for questions under revenue. A question was raised of the total income. The estimated income was \$5,761,775.00. The Estimated ending balance as of April 30, 2015 was \$1,144,100.00.

Tanzys noted there were no sign-ups for public comment for the Budget Hearing.

A motion was made by Mark Achenbach, seconded by Patrick Collins to adjourn the budget hearing. Those voting AYE were Mark Achenbach, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax and David Tanzys. None voted NAY. Motion passed.

The Budget Hearing adjourned at 7:02 PM.

### **REGULAR MEETING**

The regular meeting started at 7:03 PM. The role was called for the start of the regular meeting with the following commissioners answering present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax and David Tanzyus.

### **CONSENT AGENDA:**

A motion was made by Mark Achenbach, seconded by Mary Ann Bitzer to approve the Consent Agenda.

- Achenbach asked a question regarding the meeting minutes from April 15, 2014. He noted a discrepancy in the amended motion and votes for the lighted versus non lighted sign for Splash City.

Tanzyus called for a vote on the consent agenda. Upon roll being called those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

### **EXECUTIVE DIRECTOR/STAFF REPORTS:**

A motion was made by Patrick Collins, seconded by David Tanzyus to accept the executive and staff reports.

- Susan Zaber discussed the grants. She pointed out there was no news regarding the PARC grant. The first pay installment with the solar grant had been done. Reimbursement from the grant was expected before the end of the year. She went on to note there was no news with the IDNR staffing grant. The Willoughby Farm grant was formerly awarded.
- Zaber went on to discuss open systems and account software. Plans were made to go through the system within the next month in order to present numbers and discuss what the board wants to see on a month to month basis.
- Staffing was discussed next. She pointed out that Ryan Besse was serving in the Interim Aquatics Supervisor role.
- She went on to discuss what Midwest Pool could offer versus what we already get or can get through StarGuard. She stated that it was basically the same and that we were going through with two audits to ensure that we are on track.
- The programming of events was discussed next. While we cancelled Battle of the Bands, we did add Family Night and Movie Night at Splash City. She went on to discuss getting more programming at Arlington Wetlands.
- Thanks went out to the volunteer group that did cleanup at Woodland Park during the Horseradish Festival.

Achenbach questioned the OSLAD grant from 1976 listed on Kevin Brown's report. Kevin Brown discussed this matter further. The sports complex was acquired in 1976 through an OSLAD grant by the City.

Tanzyus called for a vote on the consent agenda. Those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

### **NEW BUSINESS:**

A motion was made by Tanzyus, seconded by Patrick Collins to give authority to the Executive Director to develop a policy for the sale or disposal of District equipment. After a brief explanation regarding the purpose of the policy Tanzyus called for a vote. Those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

Tanzyus opened the discussion on the 2014-2015 prevailing wage ordinance. Susan Zaber stated she had no major updates. She noted primary updates made to the ordinance from the previous year included changes to the dates. Mary Ann Bitzer made a motion, seconded by Mark Achenbach to approve Ordinance 14-3, an ordinance regulating wages of laborers, mechanics and other workers employed in any public works or by anyone under contract for the Collinsville Area Recreation District, Collinsville, Illinois. Those voting AYE were Achenbach, Bitzer, Collins, Lomax, and Tanzyus. None voted NAY. Motion passed.

### **OLD BUSINESS:**

Regarding the mowing service bid, David Tanzyus explained Altered Grounds came back and changed their bid. A motion was made by Mary Ann Bitzer, seconded by Mark Achenbach to reject Altered Grounds, LLC altered or increased bid of \$3333.00 per occurrence.

- During the discussion it was stated Altered Grounds was awarded the contract, but changed the bid after it was awarded, and the new bid was higher.
- Collins asked if bidding out the mowing service would be reevaluated at a later date. Zaber stated she and Kevin Brown had discussed putting it out for bid in the fall.
- The Board pointed out that a new way needed to be established to possibly do things differently with future bids. Tanzyus pointed out a drawback to having staff do the mowing was related to the upkeep of equipment and need for new equipment.
- Achenbach stated his disappointment that the contractor bid on something that would have saved the District \$60,000 per year, and then backed away from it. After providing some explanation he stated in the end the District was spending more money by keeping the mowing service in-house. He stated he felt the Board let the tax payers down by not being able to contract mowing to an outside service.

Upon roll being called; those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

A motion was made by Patrick Collins, seconded by David Tanzyus to approve Ordinance 14-2, the combined budget and appropriation ordinance of the Collinsville Area Recreation District, Madison and St. Clair Counties, Illinois for the fiscal year beginning May 1, 2014 and ending on April 30, 2015. Upon roll being called; those voting AYE were Achenbach, Bitzer, Collins, Lomax and Tanzyus. None voted NAY. Motion passed.

### **PUBLIC COMMENT:**

Don Koonce was first to speak in public comment. He questioned the board as to whether or not people sign up for public comment prior to the meeting. The board informed him that yes they had for well over a year. Koonce went on to ask is someone can sign up for someone else. He pointed out the discrepancies in previous meetings on how public speaking was handled. The

amount of time allotted for individuals was not consistent. He stated he felt threatened in regards to the comment made at the last meeting regarding the broken dam. He stated he felt that when people spoke, they should be given the full opportunity to speak.

Terry Parker was the second to speak. He stated he was with the Collinsville Raiders Football and Cheerleading League. He started by stating the baseball field fences were very nice, but he had two concerns. He does not want the fields taken away for fall practices of baseball. He was concerned about availability of practice fields. He was also concerned about the usage fees. He stated he doesn't want to be priced out. He stated he would like to get together with some staff from CARD to walk the fields. He would like the District to take into consideration how long his organization had been using the fields. He also noted he would be at the Sport Complex meeting the following Wednesday.

### **FOR THE GOOD OF THE DISTRICT**

Tanzys thanked the organization that helped clean up Woodland Park and thanked CARD staff on their hard work and dedication to establish a budget. He stated that an amazing job was done. Achenbach commended staff for the good job on the budget.

### **OTHER BUSINESS:**

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

The Board adjourned to Closed Session at 7:40 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 David Tanzys, June 17, 2014 at 8:32 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon role being called the following commissioners answered present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax, and David Tanzys. Attorney Paul Evans was also present.

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

The meeting stood adjourned at 8:34 PM.

Respectfully submitted,

  
Susan Zaber, Board Secretary

  
Date