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REGULAR MEETING MINUTES DECEMBER 17, 2013

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Dave Tanzyus at 6:30 PM, December 17, 2013 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 Executive Director Terry Wilson, Aquatic Supervisor Karl Schmidt, Marketing and Communications Coordinator Elizabeth Davis, and Administrative Assistant Susan Zaber. Attorney Paul Evans was also present.

PUBLIC COMMENT FOR REGULAR MEETING:

Mike Kamp addressed the Board regarding an e-mail he sent to Terry Wilson about the need for a concession stand at Fletcher Field. He stated during the last season his organization played 63 games there, and he knew other organizations used the field as well. He stated he thought maybe they could investigate to find out what was needed to do it and how much it would cost. He stated he thought it would be fairly cheap and the District could make money doing it. He stated it was important to have people want to come there and play. Terry Wilson stated they were looking at the ability to work concessions at two locations.

Joe Ashmann addressed the Board regarding a meeting he attended in Collinsville. He stated during the course of the meeting the people were allowed to respond and he was pleased with how the meeting was handled. He referenced a meeting he attended in Pontoon Beach and stated they have their public comment at the end of the meeting, and asked the Board if they wouldn't consider incorporating that with their meetings. David Tanzyus asked Mr. Ashmann if he would want to move public comment before closed session or after closed session. David stated beginning with the January meeting the public comment section would move to before or after the "For the Good of the District" section on the agenda.

James Sparks addressed the Board about a question he raised during public comment at the November 19, 2013 meeting regarding the legality of having a member of the public involved in a closed session and the response provided by Attorney Paul Evans that it was allowed. He stated prior to the closed session of that meeting he approached Paul Evans and David Tanzyus and asked if he could have reference as to the section of park statute that supported Paul Evans response. He stated Paul Evans offered to do so, and about two weeks later he received correspondence from the Evans Law firm. Jim referenced the packet and read from the letter he received, and then asked why legal research and an opinion letter were required. Jim read additional information from the letter and stated his response. He stated in his opinion Mr.

Evans attempted to cover for the Commissioners by originally expressing yes to his question and he called Mr. Evans bluff by asking for statute reference. He stated in conclusion he appreciated the fact that a definitive conclusion had been reached, but he found it ironic that it took the list of individuals/groups he mentioned by name to come up with a decision to find the Open Meetings Act to be silent on the issue in question. He stated he guessed it was deduced that a Board may choose individuals to attend a Closed Session. He stated in closing he hoped it was good news for all to know that statute allowed for people to offer themselves as helping hands in a decision making process that takes place at CARD behind closed doors.

CONSENT AGENDA:

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

- Mark Achenbach made a suggestion for a change to the regular meeting minutes. It was generally agreed to make the suggested change.
- Mark Achenbach asked various questions about expenses on the Claims and Accounts. Regarding his question about purchasing flowers for employees for condolences he stated he thought there should be a policy stating it was okay to do so. Regarding some expenses charged under Capital Improvement he referenced a couple of the expenses and stated they were repairs and he did not think qualified as Capital Improvement. David Tanzyus asked if they could split the fund out to better track capital repairs. There was discussion about Mark's point that repairs be charged to the appropriate fund and the benefit of tracking expenditures to the level suggested. Paul Evans asked Mark if what he was asking for was a policy. Mark stated he thought they needed a policy for what things they spent Capital Improvement funds on and what was a capital improvement versus capital repair. Mark asked about how the legal fees were charged and at the end of the discussion Terry Wilson confirmed the expenses were charged to the funds according to subject matter or the fund where the work was performed.
- Jeanne Lomax asked about the Musik expense. Terry explained there were two licenses, BMI and ASCAP, the District had to have to play music at special events, facilities, etc., but he thought they could get out of the signed contract with Musik.

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

EXECUTIVE DIRECTOR/STAFF REPORTS:

Terry Wilson stated:

- New software and hardware was coming for the new registration system and training would take place two weeks in January. He stated the goal to be online was March 31, 2014. He stated it would have a Point of Sale program, inventory coding, online calendars, etc.
- At the golf course a Rinse Pad was being installed, as required and to avoid fines.
- There was fence damage at Pleasant Ridge, and a claim was submitted to the District insurance.
- Karl Schmidt turned in the grant to get solar power at Splash City. Karl stated by the time the grant award was announced and whether the District received it, they should be able to install the solar power before Splash City opens in 2014.

Elizabeth Davis distributed the most recent newsletter to the Board and then presented information regarding all the means of marketing used by the District to include the seasonal newsletter, Facebook, the District web site, e-mail blasts, and the marketing board report. She also provided the costs for each method of marketing referenced. She also presented information about two recent events. She stated Breakfast with Santa sold out two weeks prior to the event and the first time event Christmas at Willoughby had approximately 250 visitors.

- There was discussion about the newsletter and where it was sent. Regarding the letter from the President that was printed in the recent newsletter Mary Ann Bitzer stated she wanted to make a comment regarding the statement that the District was still dealing with an enormous debt from the past. She referenced former Commissioners, accomplishments, and the debt and stated she thought the couple comments made dissed former commissioners that worked hard. She stated in the past the commissioners did not get into the day to day questions, because that was the job of the Director. She stated that was obviously a problem and they needed to balance that, but she didn't want to diss the former commissioners.

A motion was made by Mark Achenbach, seconded by Jeanne Lomax to accept staff reports. Those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted NAY. Motion passed.

NEW BUSINESS:

Regarding the agenda item 2014 Regular Meeting Schedule, a motion was made by Mark Achenbach, seconded by Patrick Collins to approve the schedule as presented. Those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted NAY. Motion passed.

Commissioner Bitzer left the meeting at 7:30 PM.

Regarding the development of a not-for-profit organization Terry Wilson stated the whole preface was to create a not-for-profit or 501C3 to be able to solicit grants the District was not currently able to get. Attorney Paul Evans explained he worked with a number of groups and he had a group that was successful in finding grants from different sources. He stated the name and purpose of the group was something to be decided by the Board. He stated there were a number of grants available that a government entity was not able to compete for, but a supportive not-for-profit could, and then he basically outlined the process. There was discussion amongst the Board about the development of a not-for-profit. Terry stated he thought a commissioner should serve on the group in a lead position. David Tanzyus stated commissioners that had an interest should e-mail him or Terry before the end of the week.

OLD BUSINESS:

Regarding the 2014 tax levy Terry Wilson stated the restricted funds were discussed at the last meeting and the General and Rec funds were set by the two referendums that were passed at \$337,000. He referred to the fund amounts outlined in Ordinance 13-5 and stated there was some surplus in some of the funds, restricted funds in the past were not used correctly, the last year was a learning curve and the numbers weren't correct, and he thought the levy ordinance presented corrected the numbers. A motion was made by Patrick Collins, seconded by David Tanzyus to adopt Ordinance 13-5, An Ordinance for the Levy of Taxes for the Collinsville Area Recreation District for the Fiscal Year beginning May 1, 2014 and ending April 30, 2015.

- Mark Achenbach explained the EAV rate setting, an estimate provided by the assessors, and the impact to the tax rate.
- Terry Wilson stated there was a typo in the ordinance, which would be corrected prior to signature, and the Board was voting on the motion as amended by the correction.

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

OTHER BUSINESS:

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

The Board adjourned to CLOSED SESSION at 7:51 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 Tanzyus, December 17, 2013 at 9:46 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon roll being called the following commissioners answered present: Mark Achenbach, Patrick Collins, Jeanne Lomax, and David Tanzyus. Staff present included Executive Director Terry Wilson and Administrative Assistant Susan Zaber. Attorney Paul Evans was also present.

No further business coming before the commissioners, a motion was made by Mark Achenbach seconded by Dave Tanzyus that the meeting be adjourned. Those voting AYE were: Achenbach, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

The meeting stood adjourned at 9:47 PM.

Respectfully submitted,

Susan Zaber, Recording Secretary

Date