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REGULAR MEETING MINUTES APRIL 16, 2013

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Andrew Carruthers at 6:30 PM, April 16, 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: Andrew Carruthers, David Tanzyus, Patrick Collins, and Spike Bryant. Commissioner Mary Ann Bitzer was absent.

Staff present included Executive Director Terry Wilson, Accounting Assistant Iva Briggs, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

PUBLIC COMMENT:

Mark Achenbach addressed the Board regarding an agenda item buying equipment. He read a quote made by Interim Executive Director Rick Robbins at a Board meeting on February 21, 2012. He stated there needed to be a long term plan, look at equipment needed, look at the longevity of the equipment, space the equipment out and every year the District would purchase equipment according to the plan. He read another quote made by David Tanzyus at the 3/6/12 Board Meeting regarding a plan. He referenced equipment that had been replaced/purchased since the 2012 meetings. He stated he personally had a problem investing more capital money into the golf course, and asked the Board not to invest more capital into the golf course. He stated if the golf course had to have a piece of equipment to get by, he asked that the Board look at the shortest term method.

Don Heyden addressed the Board regarding the Schnuck Park dam leakage issue and asked if there was any positive movement. David Gerber stated he was waiting to find out if there was any recorded information about a maintenance agreement, and he was waiting to hear back from the title company. He stated he should have the information back from the title company within approximately a week or two. Don Heyden asked if anything had been done to repair the leakage in accordance with procedures he previously provided in March. David Gerber stated nothing had been done, because he advised the District not to do anything until it was determined who was responsible for the repair.

Jim Sparks addressed the Board regarding personnel changes made at the Arlington Greens Golf Course, and asked what rights the tax payers had in knowing about what was going on. He stated since the election he thought CARD should have a better understanding for the plight of the tax payer, and for Board members to live within their means. He asked about the process to replace Lovatto as Superintendent, who determined the salary for the Superintendent, if the Assistant Superintendent would be replaced, how the Assistant would be selected, what the salary would be, and did the tax payers have the right to know.

Andrew Carruthers stated regarding Bob Lovatto, it was a personnel issue, but he
resigned and his Assistant was filling in. He stated what was to happen with the position
long term was yet to be determined. He stated regarding the golf course, in general, how
best to operate it going forward and what was in the best interest of the tax payers and
CARD was the next big thing on the docket.

CONSENT AGENDA:

A motion was made by Patrick Collins, seconded by David Tanzyus to approve the consent agenda to include March 2013 Regular session minutes, the Treasurer's report for March 2013, and the Claims and Accounts list in the amount of \$266,108.55. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

EXECUTIVE DIRECTOR/STAFF REPORTS:

Terry Wilson presented information from individual staff reports. Some of the highlights included:

- Kevin Brown would continue to inspect School District playgrounds one time per year, but the maintenance and repair of the playgrounds would be taken care of by the School District.
- CARD was working on a Madison County grant for rainwater containment at Willoughby Farm.
- Seasonal employee recruitment was almost complete
- Debit and credit cards would soon be accepted at the Sport Complex Concession stand, and credit card machines at other facilities, where accepted, would be running on DSL versus analog, which was more efficient.

Spike Bryant made a motion, seconded by David Tanzyus to accept staff reports. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

OLD BUSINESS:

Regarding the house on property CARD owns on Vivian, Terry Wilson stated the house was demolished at a cost of \$6700.

Regarding the Arlington property exchange David Gerber stated the agreement was not yet signed and he was waiting on some language changes related to drainage easements. He stated the agreement should be signed in the next month.

Regarding Resolution 13-5, a motion was made by Patrick Collins, seconded by Spike Bryant to adopt Resolution 13-5, A Resolution Finding Real Estate not useful for Park Purposes. Andrew Carruthers stated the resolution was for the Board to pass to certify the Miner's transfer. He described the process of getting to an agreement with the Miner's Institute Foundation and the City of Collinsville regarding the transfer and TIF repayment, and the final resolution presented to the Board. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

NEW BUSINESS:

Regarding the draft 2013-2014 budget, Terry Wilson presented the Board with a draft spreadsheet outlining total estimated revenues and expenses for the next fiscal year, beginning May 1, 2013 and ending April 30, 2014. Terry stated the numbers presented were accurate, in regard to what the District currently had in the accounts. He stated he didn't know how some of the numbers that were in the previous budget got there. He stated the top of the spreadsheet outlined estimated revenues and the bottom outlined estimated expenditures. He stated what was discovered in the last 3-4 months was that employees were told there was not enough money to pay bills in certain funds, but what was found was that the District did and bills were paid on time. He further explained the numbers outlined on the spreadsheet and explained changes were made that he felt made a big difference in the budget. He explained changes made, to include changing where individual salaries for certain positions were accounted, consolidating 18 bank/fund accounts into one, etc.

- David Tanzyus asked if in the estimates there were contingency funds set aside. Terry Wilson stated there was a small percentage added into the numbers.
- Patrick Collins stated in some of the funds there were estimated expenses that would eat into the cash on hand. Specifically in the Recreation, IMRF, Aquatic, Social Security, and Museum funds.
- David Tanzyus asked about planning for capital improvement expenditures and the District debt. Terry Wilson stated he would be able to present a 5 year plan in July.

Regarding the revised personnel manual, the Board was provided with a copy of a draft Personnel Policy manual for review.

Regarding equipment needs and recommendations, Terry Wilson distributed a list of equipment needs equating to approximately \$270,000 to the Board, which was in follow-up to comments made during the previous meeting. Terry explained each piece of equipment to include: F450 dump truck, F250 pick-up truck, Model 3520 John Deere tractor, (2) Model 1200-A Field Finishers, used Bucket truck, John Deere TX Gator, (2) Greens Mowers, and a Wide Area Mower. Two other items presented that did not fall under equipment need included Turface for the Sport Complex ball fields and rehabilitation of the Glidden Park tennis courts.

- David Tanzyus asked if equipment leases had been considered. Terry Wilson stated no, because pricing under state contract was typically so low, but he would check into it. David Gerber stated bond money could not be used to enter into a lease payment.
- Patrick Collins asked if entering into the agreement with TIPS/TAPS that Terry mentioned would affect the numbers Terry presented. Terry stated it should reduce the cost to repair the tennis courts.
- Terry stated he did not recommend leasing the two trucks. David Tanzyus stated the two trucks were under the state bid program and only the Arlington mowers needed to be bid. Terry stated he would look into leasing for the mowers for the golf course.
- Andrew Carruthers asked about the Wide Area mower, which Terry explained was for the Parks Department. Terry stated he would look into leasing for the Wide Area mower as well.
- There was additional discussion amongst the Board about the equipment and what to approve that evening.

A motion was made by David Tanzyus, seconded by Spike Bryant authorizing the Executive Director to purchase an F450 dump truck, F250 pick-up truck, 3520 John Deere tractor, two

1200-A field rakes, a John Deere TX Gator, and Turfis for the Sport Complex ball fields. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

Regarding a copier lease agreement, Terry Wilson stated the Datamax copier lease was coming due and after reviewing three different bids he recommended going with Americom for a 60 month lease for \$157.00 per month. A motion was made by David Tanzyus, seconded by Patrick Collins to approve the Americom copier lease. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

Regarding Resolution 13-3, A motion was made by Spike Bryant, seconded by David Tanzyus to adopt Resolution 13-3: A Resolution Authorizing the Executive Director to Apply for Environmental Grant Funds from Madison County, Illinois.

- Terry Wilson stated it was a grant for a rainwater collection system at Willoughby Farm.
- David Tanzyus asked if there was a match on the grant. Terry Wilson stated there was a 20% match on the \$15,000 grant, which equated to \$3000 from the District.
- David Tanzyus asked what the rainwater collection was for. Terry Wilson stated it was about being green and aesthetic, and that the water collected could be for watering the plants.

Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

Regarding Resolution 13-4 a motion was made by Spike Bryant, seconded by Patrick Collins to adopt Resolution 13-4: A Resolution Authorizing the Executive Director to participate in the Region VIII Education Service Center purchasing program.

• Andrew Carruthers asked if the resolution was for the purchasing program Terry Wilson referred to earlier for the repair of the tennis courts.

Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

FOR THE GOOD OF THE DISTRICT:

- Andrew Carruthers thanked Spike Bryant for his more than 12 years of service as a commissioner for the Park District.
- David Tanzyus stated the CARD Sport Complex would be hosting the sectionals for the MLB Pitch, Hit, and Run in conjunction with CBSL, which was the first time hosting the sectionals.
- Andrew Carruthers stated Breakfast with the Bunny was a good time and acknowledged Ravanelli's, Shelly Crehan, Terry Wilson, and everyone else that assisted with the event.

OTHER BUSINESS:

Regarding a closed session, a motion was made by Patrick Collins, seconded by David Tanzyus to go into Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees. (5 ILCS 120/2(c) 1) Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted NAY. Motion passed.

The board adjourned to CLOSED SESSION at 7:46 PM.

The meeting stood adjourned at 8:26 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 Andrew Carruthers at 8:25 PM, April 16, 2013 at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon role being called the following commissioners answered present: Andrew Carruthers, David Tanzyus, Patrick Collins, and Spike Bryant. Staff present included Executive Director Terry Wilson and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

No further business coming before the Commissioners, a motion was made by Patrick Collins, seconded by Spike Bryant that the meeting be adjourned. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant. None voted Nay. Motion passed.

C J	Respectfully submitted,
 Date	Susan Zaber, Recording Secretary