



COLLINSVILLE AREA RECREATION DISTRICT

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REGULAR MEETING MINUTES MAY 21, 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, May 21, 2013 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Following the Pledge of Allegiance the roll was called with the following commissioners answering present: Andrew Carruthers, David Tanzyus, Patrick Collins, Spike Bryant, and Mary Ann Bitzer.

Staff present included Executive Director Terry Wilson, Superintendent of Parks Kevin Brown, Arlington Golf Manager Mark Marcuzzo, Assistant Golf Pro Chad Robbins, Golf Course Superintendent Kyle Smith, Assistant Golf Course Superintendent Kelsey Smith, Special Events Coordinator Shelly Crehan, Marketing and Communications Coordinator Elizabeth Davis, Program Coordinator Kelsey Rundle, Aquatic Supervisor Karl Schmidt and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

PUBLIC COMMENT:

Ron Jedda thanked the Board and Executive Director Terry Wilson for the job done to transfer the Miner's Theater to the Miner's Institute Foundation. He stated the transfer removed a huge potential financial burden for CARD and the tax payers. He stated taking on the project was a mistake when it was transferred to CARD. He stated the Commissioners and Executive Director, Mark Badasch, did not have a clear plan for financing or community support. He stated you do not take on a 12-15 million dollar project without a clear plan for financing, completion, and success because it did not end well. He referred to a Freedom of Information Act request he did for the Wildey Theater in Edwardsville and stated in the first year of operation the theater lost \$236,000, and was projected to earn a profit of \$160,000. He stated with the new Board in place Miner's Theater, Arlington Golf Course, crazy land deals, excessive vehicles, multiple credit cards, would most likely not ever happen again and it better not. He stated with the 81.5% of the people who voted to cut property taxes sent a clear message of what the citizens wanted from CARD. He stated he was confident under the current Board leadership CARD could become what most people voted for 22 years ago - good parks and good recreation programs all while keeping taxes reasonable and curtailing wasteful spending.

Joe Ashmann stated there was nothing that pleased him more than what had happened at CARD since he started attending Board meetings. He stated when observing national and state parks the insanity of it made a conservative like himself wonder nothing would please him more than to have Elliott Davis show-up sometime in the future and highlight CARD as the best of the best on "You Paid for It". He stated he came here because of Miner's and that was a private business that should be run by professionals in the movie business, and not a toy to be financed with tax payer dollars. He stated in his mind everything of the golf course smacked of the same feeling,

that it was a private enterprise and should be owned and operated as such. He stated getting it off the books was more important in his mind than Miner's. He referred to an Economic Development meeting he attended and that was attended by Terry Wilson and stated he didn't think anyone would give Terry any less than an A+ for the job he had done. He stated no one was judging him for CARD's past, but the past and the debt incurred was still there to be dealt with. He stated the golf course and that which occurred there until recently was reprehensible and in his opinion if Terry would devote full time to overseeing just that entity of CARD, it would be too much for his plate. He stated tax payers wanted a balance budget. He stated he saluted them all for what had been accomplished in such a short time and stated it was the best he had seen in government in years, and a great beginning to show case what good government should be.

Jim Sparks addressed the Board regarding the history of CARD and stated he noticed through the years there was a considerable amount of absenteeism by the commissioners. He referred to the regular meeting in June 2012 when Andrew Carruthers was elected President of the Board and stated since that time there were nine instances when a commissioner was absent from attending a meeting. He referred to the regular meeting in September 2012 and stated two commissioners were absent, leaving only three commissioners to decide CARD's fate. He referred to statute 70 ILCS and stated it appeared a taxing district's population had a bearing on the number of elected commissioners and it appeared CARD was mandated to have 5 elected commissioners. He stated in his opinion if state statute mandates that CARD must have 5 elected commissioners, then using but three commissioners to decide the management of tax payer dollars was two commissioners short. He stated if the agenda called for a vote, all 5 commissioners should be present.

CONSENT AGENDA:

A motion was made by Patrick Collins, seconded by David Tanzyus to approve the consent agenda to include April 2013 Regular and Closed session minutes, the Treasurer's report for April 2013, and the Claims and Accounts list in the amount of \$391,229.87. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant, Bitzer. None voted NAY. Motion passed.

ADJOURN SINE DIE:

A motion was made by Mary Ann Bitzer, seconded by Spike Bryant to adjourn the last meeting of the current Board. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Bryant, Bitzer. None voted NAY. Motion passed.

ADMINISTER OATH OF OFFICE:

Terry Wilson thanked Spike Bryant for his service and then swore in the two new elected Park Commissioners, Mark Achenbach and Patrick Collins.

The first Regular Meeting of the new Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Andrew Carruthers at 6:45 PM, May 21, 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, Mark Achenbach, and Mary Ann Bitzer.

EXECUTIVE DIRECTOR/STAFF REPORTS:

Karl Schmidt, Aquatic Supervisor, stated the park was opening Memorial Day weekend and two new things were the Aqua Climb Wall, which was being put up in the deep end of the lap pool, and the World's Largest Swim Lesson. He stated the WLSL was held nationally/internationally and would be hosted at Splash City, as well as other pools and water parks internationally to raise awareness regarding drowning in pools and encourage kids to learn to swim as a life skill. He referred to new policies implemented and stated in the fall he would work on a master plan for Splash City, and outlined upcoming events.

Mark Marcuzzo thanked Terry Wilson, the Board, and his staff. He stated he was given three years to show a profit at the golf course and this year there was a profit shown of \$4,000. He stated with the upcoming budget for the new fiscal year he was hoping for a six figure profit. He stated he had 80 veterans show-up for clinics held over three weeks for mostly disabled veterans. He stated he held a tournament called "Boots on the Green" two weeks prior and there were supposed to be only 72 participants, but there were 144. He talked about upcoming events, registration, and participation.

Elizabeth Davis referred to and summarized information she provided in a written report to the Board.

Terry Wilson presented information from the Superintendent of Parks report and his Executive Director report. Some of the highlights included:

- AED's were ordered for locations that did not have them, which were paid for with grant monies.
- Pleasant Ridge Park was graded and seeded. He stated seeding was still needed to be able to do more with the park.
- Sport Complex Concessions had generated approximately \$3000 in nine days, which he stated had not been done before. He stated he thought the Concessions headed in the right direction, and the District was working on more revenue spots.
- He stated more was being done with the ball fields, which had been lacking for years, to include getting and applying Turfus to the softball/baseball fields.
- Parks department was busy prepping Woodland Park for the Horseradish Festival.
- He had a meeting with Ameren and thought the District would be able to cut costs by approximately 30% at most locations.
- District was still working to cut costs and the District was still working on changes in the Finance Department, to include consolidating.

A motion was made by Mary Ann Bitzer made a motion, seconded by David Tanzyus to accept staff reports.

- Mark Achenbach stated he objected to the use of the term profit when discussing the golf course. He stated when talking about a profit it was the golf fund that was being referenced and not the golf course. He stated when Mark Marcuzzo made comments about profit he was stating the golf fund took in more than what was spent, and the expensed of the golf course far exceeded the expenses of the golf fund. He stated he

thought they needed to be careful about the words used, because the average person would think that hearing the word profit meant the golf course took in more money than it spent overall and he did not think that was the case and would not be the case until the golf course was paid off.

- Mark Achenbach referred to the Arlington Greens report or recap the Board received for the year 2012–2013 season, and asked for clarification regarding the number of 18-hole rounds played on the course. He stated of the approximate 25,000 rounds played only 9,000 were 18-hole rounds and he asked why the 18-hole round number was so low. Mark Marcuzzo stated the golf course did approximately \$239,000 in league play (9 holes of play). Mark Achenbach stated if 15,000 of the rounds were 9 hole rounds, to him the way it was counted it was a half round and not a full round. Mark Marcuzzo stated it was just players. Mark Achenbach asked if Arlington Greens was underutilized, because if the course could handle 30,000 rounds and he counted 15,000 of the rounds as half rounds the course only had approximately 17,000 rounds. There was discussion regarding the number of starts versus rounds, getting more 18 rounds of golf and maximizing revenue.
- Patrick Collins stated even if use of the course wasn't being maximized, revenue was still higher than expenses, and he thought it was set-up well. There was discussion about services provided, providing services for less, and the number of residents (approximately 3,000 of 25,000 rounds) versus non-residents that used the course.
- Andrew Carruthers stated he thought everyone could agree that in looking at where the District started years ago versus now they were marching in the right direction.
- David Tanzyus stated the expenses were going in the right direction and the management team had control of expenses, and now they had to go to the vision side. He stated he did not think he was clear what their revenue vision was, and now that the expenses were under control they needed to focus on the vision and marketing plan.

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

OLD BUSINESS:

Regarding the house/property on Tara Lane, Terry Wilson explained that the District was in the process of getting the property lines redrawn so that less than 3 acres instead of 7.95+ acres, as what was drawn previously, could be divided off. He stated while waiting for the new plot to be drawn they had to go to Maryville, Madison County, and the City of Collinsville for approval because the property is within a mile and a half of their districts. He stated once the approvals were done and the description was done, the District would be able to list the property.

Regarding the Arlington property exchange, David Gerber stated the paperwork was still in process and would hopefully be done in the next 3-4 weeks.

Regarding the issues with the Schnuck Park Dam, David Gerber stated the property was received by Desco in 1991 and at that time there was a boundary line survey done to record it because it was property that was not in any subdivision. He stated the lake property was subdivided in 1966. He stated CARD property was not part of that subdivision, but adjoined to it, and the plat that was recorded showed that the dam was encroached on property conveyed to CARD. He read language from the plat, and stated there was a restrictive covenant stating owners of lots that included lake property were supposed to form an association to raise dues to maintain the lake

and dam. He stated it appeared a portion of the dam encroached on CARD property, but just because it encroached didn't mean the District has responsibility for maintaining the dam. He stated his recommendation was for the home owners to form their association, assess everyone an equal amount, and then come back to the District to request an easement or maybe a conveyance of that portion of the property that the dam sits on that is owned by the District.

- There was additional discussion amongst the Board about the issue, responsibilities, costs, and options.
- Andrew Carruthers suggested scheduling a meeting with the home owners impacted by the dam issue and talking to them about the information presented during the meeting.

Regarding the budget for the next fiscal year and capital improvement equipment topic Terry Wilson referred to a list of items provided to the Board to review and discuss to incorporate in the budget as possible expenses for the next fiscal year, some of which were discussed at the previous meeting. He stated he had a preconstruction meeting that Friday regarding the Glidden Park tennis courts, the bucket truck was on hold and would remain on hold, the tractor approved at the previous meeting was ordered on state bid, the Turfus that was approved was ordered, along with the Gators and trucks that were approved. He stated the items added included purchasing software for online registration that would also run point-of-sale and finances and be able to tie reports together.

- Andrew Carruthers asked which of the items outlined had not already been approved. Terry Wilson referred to the sheet and stated the bucket truck, online registration, and everything listed after online registration.
- Mark Achenbach asked since the amount budgeted for online registration was \$50,000, was that something that would have to be put out for bid. Terry Wilson stated there were approximately 10 different software packages to research and it was clarified the number being added to the budget as an estimate to authorize to procure an online registration system.

Terry stated other items/amounts added were a pump house and rinse pad at the golf course. He stated the District had received a \$1000 fine from the state for not having a rinse pad, which is used to collect chemical rinse water. He stated the pump house did not work and employees had to go in and manually turn on water, instead of being able to set it electronically.

- Mark Achenbach asked if the items mentioned were two different items and whether the items were related. Terry stated they were two separate items and were not related.

Terry provided pricing and specs for three different mowers, two for the golf course and one for the Parks department, to include purchase and lease options, which the Board discussed.

- Mark Achenbach mentioned a discussion had a year ago at a meeting regarding equipment rotation, etc. and asked about a plan to purchase and replace equipment. Clarification was provided about the mowers discussed and what the requested mowers would be replacing. Terry stated there would be a plan.

Terry provided pricing information to install a concrete drive way at Willoughby Farm, and stated what he was trying to convey was the items mentioned were things he thought were items needed to get the District where it needed to be, and then he would be able to outline timelines to replace, etc.

- Andrew Carruthers asked whether Terry was asking for approval of items that evening. Terry stated he wanted to get approval for the three mowers and provided clarification regarding the other items that were just being added to the budget to be approved.

A motion was made by Patrick Collins, seconded by Mark Achenbach to purchase two Toro 3320 greens mowers at a total price of \$59,538.00 and one Toro 4000 D wide area mower for \$51,650.00. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Achenbach, Bitzer. None voted NAY. Motion passed.

NEW BUSINESS:

Regarding District by-laws David Gerber stated information was originally presented to the Board by Mark Badasch as a Board Policy manual and recently Terry had been working on consolidating bank accounts and financing, and FCB raised the question as to whether the District had by-laws like any other not-for-profit. He stated explanation was provided to the bank to explain to First Collinsville Bank the District was governed by statute. He asked if the Board wanted to revisit the Board Policy manual as an option to provide FCB with what they needed or adopt a resolution outlining authorized signers, etc. It was decided to create and present a resolution to the Board to consider.

Regarding the annual District audit, Terry Wilson stated the District was changing auditors from Scheffel to Hughes & Associates, because it was discussed and decided it would be good practice to change auditors every 3-5 years. He referred to an engagement letter created by Hughes & Associates, which was provided to the Board.

Regarding a resolution outlining provisions for the use of District facilities and services by Park District commissioners, Mark Achenbach stated he thought it was important for the general public to understand the commissioners served without compensation and they did this because they care about the residents and the District. He stated he thought he heard there was a provision that allowed for park district commissioners to get free use of park district facilities and stated he did not agree with that and thought it would be best to put that in writing in a resolution.

- Andrew Carruthers stated he asked Terry Wilson if there was an ordinance already passed, and Terry found out there was not.
- Mary Ann Bitzer stated she thought it was a normal practice with park districts to allow commissioners to use facilities because commissioners are not compensated. She stated she did not think in the past there were complaints about commissioners using the facilities and she did not think it had been abused.
- Mark Achenbach stated he thought it was a positive thing to tell the public that the Board viewed the District that they were no different than the residents and the commissioners used the same facilities and did not get a discount.
- David Gerber stated a draft resolution would be provided to the Board to review and consider for action at the next regular meeting.

FOR THE GOOD OF THE DISTRICT:

Andrew Carruthers stated two years ago he and David Tanzyus were sworn in as commissioners. He stated he wanted to thank everybody who was a part of the last two years and the different reforms they tried to bring about at the District, who showed interest in the Park District and made the changes possible. He thanked specific individuals and stated he hoped everyone agreed that the changes made were positive and that one of the biggest changes made was with the change in the Executive Director role. He stated as a Commissioner and as the President of

the Board it was easier having someone there running the daily operations who you were comfortable with and knew shared your values and priorities. He stated if he accomplished nothing else, he would be proud and satisfied with all that had been done the past two years.

OTHER BUSINESS:

Regarding a closed session, a motion was made by David Tanzyus, seconded by Patrick Collins to go into Closed Session for the purpose discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees and litigation. (5 ILCS 120/2(c) 1/11) Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Collins, Achenbach, Bitzer. None voted NAY. Motion passed.

The board adjourned to CLOSED SESSION at 8:20 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 9:10 PM, May 21, 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, Mark Achenbach, and Mary Ann Bitzer. Staff present included Executive Director Terry Wilson. Attorney David Gerber was also present.

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

The meeting stood adjourned at 9:11 PM.

Respectfully submitted,

Susan Zaber, Recording Secretary

Date