



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

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## **REGULAR MEETING MINUTES JULY 16, 2013**

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President David Tanzyus at 6:54 PM, July 16, 2013 at the district office, 10 Gateway Drive, Collinsville, Illinois.

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

Staff present included Executive Director Terry Wilson, Golf Manager Mark Marcuzzo, Golf Superintendent Kyle Smith, Golf Assistant Superintendent Kelsey Smith, Marketing and Communications Coordinator Elizabeth Davis, Special Events Coordinator Shelly Crehan, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

### **PUBLIC COMMENT:**

Joe Ashmann read from the meeting minutes for the Special Meeting held on May 29, 2012, and specifically referenced statements made by Mark Achenbach regarding interviewing candidates for the Executive Director position. He asked Mark if he still believed in statements he made during public comment at that meeting regarding the selection process and if it was applicable for the selection of Andrew Carruthers replacement. He stated the day after CARD's last meeting he discussed with Terry Wilson concerns he had regarding the replacement process. He asked the Board if Terry shared the information discussed with them. He stated the tax payers that caused the change and the players at CARD didn't just want to change faces, that they wanted the Board to reduce debt, control expenses, and be an example of government at its best. He stated the new CARD member could be the catalyst to add more debt, never considering what to give up by adding to the dynasty.

Jim Sparks addressed the Board regarding the last regular meeting on June 18, 2013. He stated in his opinion the conduct at that meeting by two of the commissioners and the Executive Director was misleading and untruthful. He referenced comments made by member of the public, Rod Spears, at the last meeting regarding the posting for the Commissioner position. He stated Rod Spears statement was he had knowledge that three of CARD's commissioners had already agreed to support Jeanne Lomax for the interim position of commissioner before the June 28, 2013 deadline. He stated what he knew at that time, but did not make public, was that a week or so prior he was told by Mark Achenbach that he need not go through the trouble to file his credentials for the position as Jeanne Lomax had already been chosen. He stated he told Mark he was angered that he and two other commissioners had made a decision about the person to fill the position before the June 28<sup>th</sup> filing date deadline. He stated that Mark argued that the commissioners had the right to do so and offered him no remedy. He stated he then received a phone call from someone he trusted that he had been informed by Mark that Jeanne Lomax had been chosen for the position. He stated he called Terry the next day and explained what he knew

without naming names, and Terry stated that if he was correct it was wrong for that selection to take place before the deadline and if he found out that happened he would go to the press and expose that process. He referenced comments made by Terry at the last month's meeting about the process and by commissioners Mary Ann Bitzer, David Tanzyus, and Patrick Collins. He asked Mark if he thought it was alright and legal for three of the commissioners to get together and choose the person to fill the commissioner seat prior to June 28<sup>th</sup>. Mark stated he could state for a fact that was not true that three commissioners sat down and discussed it. Jim agreed and outlined how three commissioners could discuss it without meeting. He asked Mark why he told him what he did, it that didn't happen. Patrick Collins asked Jim if he was stating what was a possibility of what could have happened or if he was making an accusation of what did happen. Jim stated he thought that question needed to be asked of Mark. Patrick stated either way it didn't happen, and that he had not talked to anyone. David Tanzyus stated the Board was still in the process of the process. He stated he talked to Patrick on the phone one time about the budget and one time he mentioned to Mark that Jeanne Lomax might put in for the commissioner position.

Brad Sewell stated he did not have any public comment, but that he also applied for the job and had not heard anything about an interview. David Tanzyus stated it had not yet been talked about. He stated they had the opening, people had to apply, and the Board had to talk about it. Brad clarified that a person had not been selected, and the Board generally responded no.

Terry Parker stated he was with the Raiders and thanked the Board, Terry Wilson, Kevin Brown and Greg Reising for doing a great job. He stated he wanted to talk to the Board regarding the Sport Complex and renovations to the Raiders building. He stated they were going to redo their building on the inside. He stated a trailer was donated, they had \$2000, and their plan was to cut the trailer in half. He stated they wanted to put it against the building, pour a concrete pad for it, and make it into a storage unit for equipment. He stated he was asking the Board to trust the Raiders organization to put in something nice and they would make sure it met the standards of the Board. He stated he could show the Board plans. There were questions asked and discussion with the Board regarding details about the project. He stated he would get the Board pictures asked the Board to talk about it and let him know.

Don Heyden stated he wanted to defer his dialogue and would speak at the next meeting.

### **CONSENT AGENDA:**

A motion was made by Mark Achenbach, seconded by Patrick Collins to approve the consent agenda to include June 2013 Regular and Closed session minutes, the Treasurer's report for June 2013, and the Claims and Accounts list in the amount of \$436,203.64.

- Regarding the Treasurer's report, Mark Achenbach thanked Terry, Iva Briggs, and Kay Tepen and stated it was cleaner and neater. He pointed out that the total amount of money held by the District were the two total listed and added together on the report.
- Regarding the Claims and Accounts report, Mark asked whether the District had to pay the City for sewer. Terry stated they used to and referenced new lines and meters at the Sport Complex. Regarding Woodland Park, Mark stated the sewer charge on the water bill was higher than the water charge, and if they were paying sewer for everything they were using on water he thought they should work with the City to find a solution. Mark asked about property taxes paid by the District to Madison County for properties on

Eastport Plaza and Tara Lane. Terry stated the District had to pay a \$10 fee for the Eastport property. David Gerber stated he didn't know why there was a charge and explained in the old days there used to be a nominal charge on all the green space for municipalities, etc. He stated he would check with Madison County about the charge. Mark asked about a line item for retro on payroll in the funds. Terry stated it was for the 2% increase.

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

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

Shelly Crehan provided information about events that took place since the last meeting. She stated the Battle of the Bands had over 691 paying participants for the event held at Splash City. She stated Splash City was at capacity for the California Beach Party on July 13<sup>th</sup>, and highlighted activities that took place during the event.

Terry Wilson read from staff reports and stated:

- Regarding Glidden Park tennis courts, he stated the old tennis courts were gone and the new ones were in process.
- There was a lightening strike at the Pleasant Ridge tower and because of the strike the computers, WiFi, radio transmitters, and telephones were all affected. He provided details regarding the damage and estimates to replace and repair the issues, to include a cheaper alternative for WiFi for Pleasant Ridge and Willoughby Farm. He stated he did not know why the tower was built in the first place and did not know what it could be used for, but he would research companies that may be interested in tapping into the tower for cellular services, etc.
- There was an Extreme ball tournament in June and concessions generated gross revenue of \$5000 for the weekend. He stated gross revenue in concessions at the Sport Complex averaged approximately \$450- \$550 per night the days the concession stand was open.
- He stated the District was continuing to revamp programs. He stated he, Shelly Crehan, and Elizabeth Davis met and decided to cut approximately 11 programs from the fall program, because the District was losing money on the programs. He stated they were doing a quality assurance review and thought they could cut costs and get more people to come. He stated in the fall when they looked at an online registration service he thought they could come out with new programs they thought would be what they wanted them to be.
- Regarding Arlington Greens, he stated it looked like the golf course had the second best June in the history of the course, since CARD had owned it.

Mark Achenbach asked about a report statement about drainage work at the golf course. Terry stated it was with the PEP grant on hole 18. Mark asked about a report statement about Arlington Wetlands maintenance, and Terry stated the District mowed around the parking lot.

Mary Ann Bitzer stated she was excited about the online registration and disheartened to read that after 23 years the District was going from 28 to 12 programs. She asked if all programs were going to be money makers, and Terry stated all programs would at least pay for staff. Elizabeth Davis stated the programs had to be self sustaining and the District could not keep doing things that cost thousands of dollars, on top of staff time. She stated the District was

losing over \$200,000 the next year, part of which was in Recreation, and where the money for programming came from. She stated they looked at programs over the last three years and determined whether programs at least paid for instructor salaries. Shelly Crehan stated the programs weren't being cut forever, but were being evaluated, and they were looking at different ideas and making changes. Terry stated they were also looking at senior programs.

A motion was made by Mark Achenbach, seconded by Patrick Collins to accept staff reports. Upon roll being called, those voting AYE were: Achenbach, Bitzer, Collins, Tanzyus. None voted NAY. Motion passed.

### **OLD BUSINESS:**

Regarding the Arlington property exchange David Gerber stated an agreement had been reached and it was a matter of getting documents signed and by the next meeting he should have recorded copies. He stated there was a reciprocal drainage easement with them and CARD was going to maintain it.

Regarding Ordinance 13-2, A motion was made by Mark Achenbach, seconded by David Tanzyus to make an amendment to change the Capital Improvement Fund expenditure line item "Building & Permanent Improvements" amount to \$1,619,234 and "Total Estimated Expenditures" amount to \$2,138,641, to amend the Museum Fund "Beginning Cash on Hand" line item amount to \$8,876, and to amend the General Corp expenditure line item "Transfer to IMRF Fund" amount to \$5,683. Upon roll being called, those voting AYE were: Achenbach, Bitzer, Collins, Tanzyus. None voted NAY. Motion passed.

A motion was made by Patrick Collins, seconded by Mark Achenbach to adopt Ordinance 13-2: The Combined Budget and Appropriation Ordinance of the CARD, Madison and St. Clair Counties, Illinois for the Fiscal Year beginning May 1, 2013 and ending on April 30, 2014. Upon roll being called, those voting AYE were: Bitzer, Collins, Tanzyus. Those voting NAY were Achenbach. Motion passed.

Regarding the Personnel Policy Manual, Mark Achenbach went through the manual and provided feedback for suggested revisions. The Board generally discussed sections of the manual and asked questions about outlined policies, etc. No action was taken on the manual.

### **NEW BUSINESS:**

Regarding the formation of a Finance Committee Mark Achenbach stated he would like to have the District form a finance committee. He stated he thought the financial challenges they had were great enough. The Board generally agreed it was a good idea, discussed who had to be or should be on the committee, and when to have the meetings. David Tanzyus asked if Board action was required since it would be a standing committee. David Gerber stated they would need to pass a resolution or an ordinance, as well as a schedule. David Tanzyus stated they needed the resolution for the meeting in August, and identify the commissioners to serve on the committee. Terry Wilson suggested waiting till the Board had five commissioners or a full board.

Regarding the Glidden Tennis Courts, Terry Wilson explained that as the old tennis courts were being torn out and the poles where the nets were hooked up were pulled out, the holes filled with

water. He stated the contractor wanted to re-grade a slope/hill along the courts and re-channel the water. He stated the cost was \$11,900. Terry stated the District did not have the equipment to do what needed to be done, and he thought the cost was worth it to repair the tennis courts. A motion was made by Patrick Collins, seconded by David Tanzyus to approve an additional \$11,900 for the regarding of the hill for the Glidden tennis courts.

- Mark Achenbach clarified there was no retaining wall, and Terry stated no and explained how the hill would be regarded.

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

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

Mark Achenbach stated the spreadsheet created by Kay Tepen and Iva Briggs outlining deposits and expenses for all accounts was awesome and much better than what they had before. He stated it was easy to see what was there and keep track of the money.

Mary Ann Bitzer stated there was site called "Have You Heard" which was a newsletter produced by Park and Recreation in the News, and was from the Office of Park and Recreation Resources of University of Illinois. She stated it gave all the information going on in all park districts in the state of Illinois and about grants, etc.

### **OTHER BUSINESS:**

Regarding a closed session, a motion was made by Mary Ann Bitzer, seconded by Mark Achenbach to go into Closed Session motion for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees and the selection of an individual to fill a public office (5 ILCS 120/2 (c) 1/3). Upon roll being called, those voting AYE were: Achenbach, Bitzer, Collins, Tanzyus. None voted NAY. Motion passed.

The Board adjourned to CLOSED SESSION at 8:25PM.

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, July 16, 2013 at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon roll being called the following commissioners answered present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins, and David Tanzyus. 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 Mark Achenbach, seconded by Patrick Collins that the meeting be adjourned. Upon roll being called, those voting AYE were: Achenbach, Bitzer, Collins, Tanzyus. None voted Nay. Motion passed.

The meeting stood adjourned at 9:02 PM.

Respectfully submitted,

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Date

Susan Zaber, Recording Secretary