

## **COLLINSVILLE AREA RECREATION DISTRICT**

### **REGULAR MEETING MINUTES**

**March 20, 2012**

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Mary Ann Bitzer at 7:00 PM, March 20, 2012 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: Andrew Carruthers, Joan Burke, Spike Bryant and Mary Ann Bitzer. Commissioner Tanzyus was absent.

Staff present included Interim Executive Director Rick Robbins, Superintendent of Parks Kevin Brown, Marketing & Communications Coordinator Elizabeth Davis, Golf Course Manager Mark Marcuzzo, Golf Course Superintendent Bob Lovatto, Aquatics Supervisor Stephanie Whittington, Director of Business Rosemary Barczewski, Outdoor Program Coordinator Kelsey Rundle, Park/Aquatic Specialist Pete Peterson, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

#### **PUBLIC COMMENT**

Mark Achenbach addressed the Board regarding private management of Arlington Greens, as discussed during the Special Meeting on March 6, 2012. He stated since the last meeting he did some analysis between the costs of Arlington Greens versus Belk Park in Wood River, IL. He stated since Arlington Greens opened in 2007 there were only three years of completed records to use as a comparison from 2008 through 2010. He stated he looked at total revenue, operating expenses, capital expenditures, debt service, transfers into the golf fund, and the true profit and loss. He stated over the three year period the true total loss for A.G. was 749,717 per year and the loss for Belk Park over the same time period was \$56,028 per year. He explained the huge disparity was partly due to the debt service for A.G., which was \$215,401 per year whereas Belk Park was donated to the City of Wood River. He attributed the remaining difference of \$478, 288 per year to poor management, under pricing of the product, over maintaining or a combination thereof. He stated Belk Park's worst year in 2010 was only 1/3 of Arlington's best year, and the projected loss for Belk Park to be \$13,000 for its first year under outside management. He asked the board when it was going to realize the purchase of the golf course was a mistake and the only remedy was to sell it off. He referenced the approximate \$88,000 in capital expenditures approved at the last meeting for the golf course. He addressed the board regarding the water park maintenance issues discussed at the last board meeting, which was explained as an urgent repair requirement. He stated it was mentioned that the repair was routine maintenance that should have been completed 3-4 years ago. He stated that apparently the staff managing the water park did not know the maintenance requirements for the equipment and as a result there was a crisis. He asked who on the staff had any expertise in fiber glass repair and understood what was a good bad versus

a bad bid. He stated it was his guess that no one knew or else the work would have been identified and the District would not be in the position to pay premium rates at the courtesy of the tax payer.

Joe Ashmann addressed the Board regarding his opinion that he is not feeling any better now than when he first started coming to the meetings. He stated he thought the Board needed to scrap Phase II and III of Miner's theater and get an opinion about what is going to be done with Miner's. He stated the board needed to sell Arlington Greens golf course yesterday and that too much was paid for it. He stated the course lost \$500,000 per year and adding another \$100,000 to it still made it a loser, and it would continue to be a loser. He stated Jim Sparks had a buyer for the golf course and probably the local realtors could do a good job getting rid of it. He stated after the next CARD election and a new board was seated it would be a top priority to dump the golf course, so why would the board want to spend another \$100,000 for it for less than a year. He stated in his opinion Mary Ann Bitzer needed to resign from CARD. He stated she was comfortable with spending \$14 million dollars on Miner's that had a track record of no record of events, no numbers of attendance to events, no receipts of those events, no expenses, no fund raising, and no grant applications. He stated he thought if she had it her way that would still happen.

Jim Sparks addressed the Board regarding a conversation he had with an individual who stated he would be interested in purchasing Arlington Greens golf course. Jim Sparks then read from a letter he wrote to the board regarding his upbringing in Collinsville and his values set forth by his parents. He stated his schooling was provided by Collinsville Unit 10 for grades 1-12, Rankin Trade School, and a four year apprenticeship that led to him becoming a journeyman tool and dye maker. He stated he had owned and operated numerous businesses, all in the private sector, and was now retired. He stated he attended his first CARD meeting on 10/18/11, and on his way in to the meeting he picked up a flyer titled "CARD a Pair of Deuces". He stated along with other disturbing facts on the flyer stated CARD was independent of any other local government unit and had obligated the community to \$31 million in bonded indebtedness. He referenced a conversation he had with Rick Robbins after that meeting, and stated he left completely bewildered. He stated at the appropriate time he would submit his resume for the Executive Director position, that his service would be for free, and he wanted nothing but the satisfaction of knowing he did everything possible to provide CARD district tax payers with the best possible value for their hard earned dollars.

William Dorman was signed up to speak, but was not present to speak.

Sandy Townsen addressed the Board regarding information she read about the cost of searching for the permanent Executive Director, and that she wanted to give a plug for Rick Robbins. She stated she thought everyone should try to save money, that everyone would be well scrutinized because of the public awareness of what had been spent, and that Rick should be given a chance. She stated if it didn't work out then a new person should be found. She stated she didn't know much about the golf course,

but if it was losing money the losses should be cut and to get rid of it. She stated she loved Willoughby Farms and that more could be done there and that was something everyone could use.

Mary Ann Bitzer stated the next item on the agenda was an introduction of staff. Rick Robbins stated it had occurred to him and a couple others that comments were made about folks in the room, and he wanted to acknowledge the hard work done by the staff and wanted to introduce the staff to the public. He introduced, Golf Course Manager Mark Marcuzzo, Recreation Coordinator Kelsey Rundle, Marketing Coordinator Elizabeth Davis, Director of Business Rosemary Barczewski, Aquatics Supervisor Stephanie Whittington, Park/Aquatic Specialist Pete Peterson, Superintendent of Parks Kevin Brown, Golf Course Superintendent Bob Lovatto, part-time Splash City staff Dominic Baima and Craig Warrenburg, and Administrative Assistant Susan Zaber.

A motion was made by Burke, seconded by Carruthers, that the Minutes of the Regular Meeting held February 21, 2012 be approved and placed on file. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Burke, seconded by Bryant, that the Minutes of the Closed Session held February 21, 2012 be approved as printed. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Burke, seconded by Carruthers, that the Minutes of the Special Meeting held March 6, 2012 be approved and placed on file. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Burke, seconded by Carruthers, that the Minutes of the Closed Session held March 6, 2012 be approved as printed. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Bryant, seconded by Carruthers that the Treasurers Report for February 2012 be approved as printed and placed on file for audit. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Carruthers, seconded by Burke, that the list of claims and accounts totaling \$208,874.59 be approved for payment. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

CARD staff presented their reports:

- Rick Robbins stated over the last 2-3 months, and especially the last 2-3 weeks staff had worked on budget for the next fiscal year. He stated last week Brett Swip and he worked on putting together a Sport Complex Advisory Board. He stated they pulled together all the user groups to work with them to come back

and get a resurgence of ownership on their part. He stated they were starting with a March 31<sup>st</sup> work day at the complex, and after that the group would probably meet monthly throughout the year. Joan Burke asked the date of the next meeting. Rick Robbins responded it was April 11, 2012. Rick Robbins then stated the Vivian property had wind damage to the roof, was no longer ready to sell, and the dates for the two Open Houses had been cancelled. He stated it may need a new roof and the District was waiting for the insurance adjustor and some bids to find out what the status of the damage would be. Rick stated work at Pleasant Ridge Park had proceeded and the District was hoping to open the park in the next couple months. He made mention of the Daddy Daughter Date Night event that had approximately 320 participants. Rick stated the District was approximately half way done with training water park staff, which included approximately 120 lifeguard staff, maintenance, cashiers, and guest services staff. Lastly, he mentioned day camps that are scheduled for the summer. Andrew Carruthers stated he noticed in going through Rick's reports that he saw that Rick planned to meet with Collinsville's mayor and city manager to discuss how we could go forward as a community. He stated he thought that was a great idea and suggested reaching out to Mayor Gullede, and maybe Wayne White. Mary Ann Bitzer asked if anyone from the school district attended the Sport Complex meeting. Rick Robbins stated Coach Kolda, Collinsville High School girls' softball coach, was there and the Christian Academy was there.

- Kevin Brown stated the renovation of the farm house at Willoughby was great and that Carol Freker and her staff/volunteers were about 2-3 months ahead of where he thought they would be. He referenced the new curve at Woodland Park completed by the City of Collinsville. He stated he hired a couple seasonal workers, and that the Parks Division was mowing daily right now. He referenced the new Lakeview pavilion that was re-opened and available to reserve. He stated the S.C.A.L.E. (Stormwater and Containment Lake Embankment) grant was approved and the money would be used for a volunteer day for the Arlington Wetlands project. Spike Bryant asked about the amount of the grant, and Kevin stated it was for \$500. Joan Burke asked about the inner road at Glidden Park. Kevin stated shutting the road down was something discussed with the previous Executive Director, but a mass hole would have to be torn up and barriers would need to be put there and the barriers were expensive. Joan Burke asked about District maintenance, and Kevin stated the road was District property. Kevin stated he would like to shut the road down sometime in the fall/winter. Mary Ann Bitzer referenced complaints made by students about the condition of the hockey rink. Kevin stated the rinks needed repaired again, which was done about 3 years ago, and the rink needed new boards. He stated the work would probably be done in the next 3-4 months. Joan Burke asked if that was a possible volunteer project. Rick Robbins stated there were at least 2 churches in town that were very community oriented. He stated they were thinking of having one do the painting of the pools at Splash City, and the other church was waiting for the District to present them with something. Andrew Carruthers asked about the tennis courts. Rick Robbins stated the tennis courts were at the top of his list,

that the courts were a big deal and would be a part of the capital improvement plan that would be presented as a part of the budget discussion in two weeks. Mary Ann Bitzer asked if there were AED's at every facility and if there were supposed to be AED's at every facility. Kevin Brown stated they were not at every facility and that he did not know the legalities. Rick Robbins stated there was one at the administrative offices, one at Arlington, and it was discussed to place one in the concession stand at the Sports Complex and at Willoughby Farm. Mary Ann Bitzer asked when the bathrooms would be open. Kevin stated "next week".

- Elizabeth Davis stated the CARD Program Guide was sent out, and the public had started registering for classes. She presented information about marketing opportunities she would be attending in the community to promote programs, specifically at Collinsville Middle School, the Senior Center, St. John United Church of Christ's after school program, etc. Lastly, she provided information about upcoming programs to include the Basic Bicycle Maintenance program and Breakfast with the Bunny. Joan Burke asked if the program was at the Village of Maryville library, and Andrew Carruthers stated it was there.
- Mark Marcuzzo presented information about the activity at the golf course, which was good. He presented information about Hook-A-Kid on Golf, and other clinics and activities taking place at the golf course. He stated he had a lot of meetings to plan for a lot of upcoming events. He stated in January and February the course was more than \$30,000 ahead for the two months than last year for the same time period, and projected to be more than \$40,000 for March. Lastly, he stated he spent a lot of time with Bob Lovatto and Rosemary Barczewski on the budget.
- Bob Lovatto stated a couple seasonal workers were brought back earlier than normal, due to the weather. He presented information about current maintenance activities at the golf course, and stated he was bringing back 3-4 less seasonal staff this year to try and do more with less.

A motion was made by Burke, seconded by Carruthers, to accept the staff reports. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

### **DISCUSSION ITEMS**

The first item discussed was the proposed amendment to the tax levy for 5/1/2012 through 4/30/2012:

- Rick Robbins stated he wanted to make it clear that the District was not asking, nor was allowed to ask for more money in the ordinance. He stated one amendment was made to the levy approved in December already, and after spending the last several weeks on the budget the proposed amendment would

allow the District to present a balanced budget and get the District through the next year along with the 19% reduction in the operating levy.

- Andrew Carruthers asked how many months reserve in the three restricted funds of Social Security, Workman's Comp, and IMRF did the District like to keep in order to get by. Rosemary Barczewski stated the District needed to keep about 3 months reserve, but she felt confident that the District was good to go with the numbers presented. She stated money in the restricted funds needed to be shifted to unrestricted funds so it could be used.
- Andrew Carruthers asked if the shift in the levy restricted funds would allow for the 3 months reserve for the end of this tax cycle. Rosemary stated she believed that the District would, as long as the salaries remained constant or dropped down. Andrew Carruthers stated the concern was that the funds would run out of money. Rosemary stated if the District would run out of money, for example in the Social Security fund, the District was allowed to pay out of the other general funds. Rick Robbins stated it could be transferred in from one of the general funds. Rosemary stated the District wouldn't have to transfer in, but she liked to transfer it in to keep it clean.
- Andrew Carruthers asked if it was anticipated that any transfers would be necessary with the hiring of seasonal employees, etc. Rosemary Barczewski stated a move or increase would not be anticipated, because the District budgeted in for all of that.

The next topic discussed was the presentation of the 2012-2013 proposed budget:

- Rick Robbins stated this was really the first year that all staff was involved in the process. He stated the only piece not included was the capital budget, which would be provided in a couple weeks. He stated he proposed to use the April 3, 2012 meeting as the budget presentation to go through the budget as thoroughly as desired by the board.

The next topic discussed was capital expenditures and purchases:

- Rick Robbins referred to information provided during the Special Meeting held on March 6, 2012 about three pieces of equipment recommended for replacement for the Parks division. Bid information was presented by the State of Illinois Purchasing Program, which had pricing lower than estimated and presented at the previous meeting, and a couple other vendors in the area.
- Rick Robbins referred to information presented to the Board about needed repairs to slides at Splash City. He addressed a comment made during public comment and stated the people in the room knew the repairs needed to be done. He stated that didn't mean the District had approval or authorization to do it. He stated the staff were very confident in terms of what was being done, and the repairs were something that needed to be done. He stated the emergency authorization was requested because there wasn't time to go out and solicit sealed bids and get the things done that need to be done prior to opening the water park. He referred to three quotes provided to the board and stated he felt comfortable with the low quote and checked references on the group that provided the low quote. Andrew Carruthers asked for clarification of the

problems with the slides. Rick stated there weren't cracks in the structure, but the fiberglass had spider cracking and had spots where the fiberglass was worn through or chipped off. Andrew Carruthers stated he appreciated what Rick said, and that emergency authorization was something that the board would like to avoid if possible, but he understood the predicament and the repairs needed to get done, because the District was looking at 60 days. Rick stated with just the bid process and putting the bids out, it would be at least 4-5 weeks. Mary Ann Bitzer stated the board did have three quotes. Rick Robbins stated he would not come to the board with one quote for an item, unless it was absolutely a single source supplier, and in the future he agreed these kinds of things would ideally come to the board in November/December. Andrew Carruthers asked if the District was able to conduct inspections in the winter to be able to have an idea of what was coming up. Joan Burke stated Rick did do that and inspections were conducted at the end of every year and recommendations were submitted that were not approved, which is why this decision was made at that time. Rick stated inspections were conducted every spring and fall.

#### **ACTION ITEMS**

- A. A motion was made by Bryant, seconded by Bitzer that Ordinance Number 12-2, AN ORDINANCE AMENDING ORDINANCE NUMBER 12-1 FOR THE LEVY OF TAXES FOR THE COLLINSVILLE AREA RECREATION DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2012 AND ENDING APRIL 30, 2013, be adopted. Upon roll being called, those voting AYE were: Burke, Bryant, Bitzer. Those voting to abstain: Carruthers. None voted NAY. Motion passed.
- B. A motion was made by Burke, seconded by Carruthers that the proposed 2012 CARD Budget meeting schedule for April 3, 2012 for discussion and for April 17, 2012 for board approval and public input. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.
- C. A motion was made by Carruthers, seconded by Bryant that the Parks Division capital purchase proposal be approved. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.
- A motion was made by Burke, seconded by Bryant to authorize the repair and refinish of the Splash City slides by Pure Play, not to exceed \$33,674. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.
- D. A motion was made by Carruthers, seconded by Burke that Personnel Policy, Chapter 8, a policy for Park District Purchasing, Project Approval, Project

Payment, and Credit Car Authorization and Disbursement be accepted. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

- E. A motion was made by Carruthers, seconded by Burke that commissioners go to CLOSED SESSION for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees and to discuss the sale or purchase of real property. Upon roll being called, those voting AYE were: Carruthers, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

The board adjourned to CLOSED SESSION at 8:12 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 Mary Ann Bitzer at 8:38 PM, March 20, 2012 at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon roll being called the following commissioners answered present: Andrew Carruthers, Joan Burke, Spike Bryant and Mary Ann Bitzer. Commissioner Tanzyus was absent. Staff present included Interim Executive Director Rick Robbins, Aquatics Supervisor Stephanie Whittington, Director of Business Rosemary Barczewski, Outdoor Program Coordinator Kelsey Rundle, Park/Aquatic Specialist Pete Peterson, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

#### ADDITIONAL ACTION ITEMS

No additional action was taken.

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

The meeting stood adjourned at 8:39 PM.

Respectfully submitted,

4/17/12  
Date

Susan Zaber  
Susan Zaber, Recording Secretary