



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

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## **REGULAR MEETING MINUTES AUGUST 20, 2015**

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Patrick Collins at 6:34 PM, August 20, 2015 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Following the Pledge of Allegiance the roll was called with the following commissioners answering present: Mark Achenbach, Patrick Collins, Brad Sewell and David Tanzyus. Commissioner Jeanne Lomax was absent.

Staff present included: Susan Zaber, Iva Briggs, Mark Kosmatka, Mark Marcuzzo, Kyle Smith, Keith Grotefendt and Kimberli DeRossett. Attorney Paul Evans arrived at 6:40 PM.

### **CONSENT AGENDA ITEMS**

Collins opened discussion for consent agenda items to approve the following:

- Regular Meeting minutes for July 21, 2015
- Closed Session minutes for July 21, 2015
- Treasurer's report for period ending July 31, 2015
- Claims and Accounts list in the amount of \$394,031.86

A motion was made by Tanzyus, seconded by Achenbach to approve the consent agenda.

- Achenbach questioned the status of the treasurer's report and audit. Zaber stated the correct treasurer's reports were posted to the website.
- Collins referred to an email from Walt of AFI, regarding to accounting system issues. Zaber provided more detail and stated that Briggs has been working closely with Melanie from AFI. It was noted that discrepancies had been corrected in the system, and hopefully the financial information would soon be complete, in order for Hughes & Associates to complete the District audit.
- Collins went on to question the status of the lift station at Willoughby Farm. Kosmatka noted that it was done and the work completed by Emrich Plumbing.

Roll was called with the following voting AYE: Achenbach, Collins, Sewell and Tanzyus. None voted NAY. Motion passed.

### **EXECUTIVE DIRECTOR & STAFF REPORTS:**

- Zaber asked for questions regarding staff reports. She distributed inventory reports for Arlington Greens Golf Course. She stated Chad Robbins maintained the inventory data until April, at which time Lee Ann Wasser was trained on inventory and had been provided the data for June and July. Zaber explained the report. Achenbach stated he

wanted it integrated with actual money. If the District spent \$10,000 on items for resale, the data needed to show what it was spent on and what was left over. Achenbach proceeded to go into a detailed conversation with Marcuzzo regarding the inventory. Achenbach referenced audit information from 2013 and 2014. He noted they spent more for resale than brought in for resale. Marcuzzo noted there would be a profit because of him now being trained in these areas. Tanzyus noted there must be a system in place for purchasing. Zaber noted that inventory is something all departments were working on.

- Zaber noted that on October 3rd the Illinois Solar Energy Solar Tour would take place. Stan from Day & Night Solar would be on hand for the tour to address technical questions, etc.
- Zaber noted the canned good drive held at Splash City. It was noted that over 70 Lbs. of canned goods were donated to the Collinsville Food Pantry.

Achenbach made a motion to accept the reports. Tanzyus seconded the motion. Those voting AYE were Achenbach, Collins, Sewell, and Tanzyus. None voted NAY. Motion passed.

### **OLD BUSINESS:**

Collins opened the discussion and action regarding the lease of a Greens Roller.

- Collins questioned what we are doing now and what the benefits of a greens roller would be.
- Kyle Smith noted the option of varied greens height and reduction in use of chemicals. Almost all golf courses have one. He noted that most courses have two or three and that we would only need one.
- Achenbach inquired about purchasing of a used greens roller.
- Smith said he had looked into it and it was hard to find a used one. People usually use it till it dies and it has a ten to twelve year life span.
- Smith noted it was approximately \$14,000 for a new roller and \$8 to \$10,000 for a used. If leased, it would be \$331 a month, and had been previously approved in the operating budget.
- Achenbach asked Zaber what she wanted to do and she stated she wanted to move forward with the lease.

Tanzyus made a motion to authorize the lease of a greens roller, seconded by Sewell. Roll was called with the following voting AYE: Achenbach, Collins, Sewell and Tanzyus. None voted NAY. Motion passed.

### **NEW BUSINESS:**

Collins opened discussion and potential action regarding Arlington Clubhouse repair.

- Zaber provided detailed information regarding the problems with drainage and recommendations made by contractors to address the drainage issues and front office repair.
- There was discussion regarding the condition of the front entry and manager's office.
- Zaber stated the build of a new office in the banquet area would be started and paid for out of the operating budget, and at a later date when additional recommendations/bids were received for the demolition/reconstruction of the front entry the Board would be provided with the information for consideration.
- Collins inquired and Zaber confirmed that no action was being requested of the Board at that time.

Collins opened discussion and potential action regarding 2015-2016 ball field rentals/pricing.

- Grotefendt had been working with Jessica Gonzalez-Jader with arrangements and research for the ball fields. They were currently working to put something together prior to the next meeting with the various ball field organizations. They suggested removing the four hour rental and change it to a two hour rental, which would cut the pricing in half.
- Achenbach stated he wanted rates to go up not stay the same.
- Collins questioned if we are so cheap, why people are not banging down the doors for rentals.
- Achenbach suggested two hour rentals for \$15 instead of \$10 as suggested.
- Keith noted they were raising the price for field preparation. He also noted we have no fall leagues and we usually do.
- Zaber noted CBSL, Extreme, Kamps crew and the Raiders are the primary users.
- Tanzyus stated he wanted a new survey done of in district versus out of district rental rates with other park districts.
- Zaber noted she would have staff seek other in district versus out of district rates and in the mean time she will pull last year's information versus the new information and compare with districts that do not run their own leagues.
- Evans concluded there is no binding information required before the next board meeting.
- Collins noted there was no action to be taken.

### **PUBLIC COMMENT**

Collins opened the floor for public comment. There was no public comment.

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

- Achenbach noted the \$59,000 rental revenue at Willoughby Farm when looking at the 2014 budget.
- Collins noted that Bill Meztger was very complimentary and provided great feedback regarding the golf course.
- Collins also noted there was a good turnout for Dog Night at the Farm.

### **OTHER BUSINESS:**

A motion was made by Achenbach and seconded by Tanzyus, to go into Closed Session for the purpose of discussing the employment, compensation, or dismissal of specific employees, purchase or sale of real property, to review closed session minutes, and litigation. (5 ILCS 120/2 (c) 1, 5, 6, 21, 11) Those voting AYE were Achenbach, Collins, Sewell and Tanzyus. None voted NAY. Motion passed.

The Board adjourned to CLOSED SESSION at 7:51PM.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Collins, August 20, 2015 at 8:59 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Achenbach,

Collins, Sewell and Tanzyus. Staff present included Executive Director Susan Zaber. Attorney Paul Evans was also present.

No further business coming before the commissioners, a motion was made by Sewell, seconded by Tayzyus the meeting be adjourned. Those voting AYE were Achenbach, Collins, Sewell and Tanzyus. None voted NAY. Motion passed.

The meeting stood adjourned at 9:00 PM

Respectfully submitted,

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Susan Zaber, Board Secretary

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Date