



COLLINSVILLE AREA RECREATION DISTRICT
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REGULAR MEETING MINUTES

JULY 17, 2018

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Ronald Jedda at 6:30 PM, July 17, 2018 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Following The Pledge of Allegiance, the roll was called with the following commissioners answering present: Jeanne Lomax, Brad Sewell, Aaron Wright and Ronald Jedda.

Staff present include: Doug Erhart, Kimberli DeRossett and Jill Rice.

District Attorney James Craney was present as well.

SPEAKERS FROM THE FLOOR

Jedda opened the floor for Speakers from the Floor. There were no Speakers from the Floor.

CONSENT AGENDA

Jedda opened the floor for the following Consent Agenda items:

- Regular Meeting Minutes for June 19, 2018
- Closed Session Minutes for June 19, 2018
- Treasurer's Report for June 2018
- Claims & Accounts List in the amount of \$192,436.41
- Budget Tracking Reports for June 2018

It was noted the Closed Session Minutes included June 19, 2018 and May 15, 2018 were prepared by Craney for the board to review.

A motion was made by Sewell, seconded by Wright, to approve the Consent Agenda items.

Roll was called with the following board members voting AYE: Lomax, Sewell, Wright and Jedda. None voted NAY. Motion passed.

EXECUTIVE DIRECTOR & STAFF REPORTS

Jedda opened the floor for Executive Director & Staff Reports.

Erhart discussed the following items:

- Summer camps and other recreation programs are coming along well. Jedda inquired if it was the same summer camp groups coming here every year. DeRossett asked for clarification. He was referring to the waterpark. She noted there are a variety that come to the waterpark. Some camp groups come regularly, some are new. She also noted that CARD has their own camps that has many repeat campers and many new campers. Erhart added that the numbers presented by DeRossett in her report were for the CARD camps only.
- Erhart noted that through the end of June, Splash City brought in \$313,000 with expenses of \$168,000, putting Splash \$144,000 to the good in June. So far, Splash City has brought in over \$125,000 in July. Weather has been favorable. He added that overall expenses are down a bit and revenue is up a bit. He went on to note we will not have the revenue generated by season pass sales for 2019 this fiscal year.

Lomax asked if there were issues with the water coming from the bucket on Monsoon Mountain. DeRossett indicated in her report making a sign warning the public that water from the bucket is powerful. Erhart noted that one child was knocked over when the water came down and he hit his head on the cement, the sign was made as a precaution.

The board and Erhart went on to discuss pricing for season passes at Splash City.

A motion was made by Lomax, seconded by Sewell, to approve the Executive Director & Staff Reports.

Roll was called with the following voting AYE: Lomax, Sewell, Wright and Jedda. None voted NAY. Motion passed.

OLD BUSINESS

Jedda opened the floor for Old Business.

The first item of Old Business was regarding CARD record retention. Erhart previously sent information from Iron Mountain, one of the largest companies in the country for document capturing service. He added there is going to be approximately 80 legal boxes full of documents which are approximately 180,000 images. CARD will earmark the documents for what they are and the company will put a tracking chip on every box and will know where every box is at all times. They will take the boxes to their facility, scan the documents and create PDF files for all of the documents. It will then be put on a USB drive.

Erhart also called the State Archive Office to see if CARD needed their permission to destroy the paper files once they are scanned. Iron Mountain would store the boxes until CARD receives permission to destroy the paper files. The board went on to discuss encryption of the files. The estimated cost is \$16,000. He added that last year the State Archive Office allowed him to have 225 legal boxes of information destroyed, so we are really only about a year off from being up to date. He also noted we have numerous bond files that can be destroyed; the question is if we want to.

Jedda asked if the company will have a backup of the information at their facility. Wright said we need to have two copies of the drive in two separate locations. The board continued to discuss the storing of the files and the possibility of adding files after the fact. They also discussed how the files will be indexed.

This was discussion only. No action was needed.

The second item of Old Business was regarding liability insurance coverage with IParks. Craney discussed the policy with IParks. He noted there is an intergovernmental agreement that modifies the original agreement. The board went on to discuss coverage for Willoughby Farm and Splash City Waterpark. Erhart discussed keeping liability on certain things. He added that it is vital that CARD keep IParks. Lomax said they put us in a position that we had to.

This was discussion only. No action was needed.

NEW BUSINESS

Jedda opened the floor for New Business.

The first item of New Business was regarding the transition meeting with City of Collinsville officials. Erhart met with Mitch Bair and Kimberly Caughran. They have hired an aquatics manager with no aquatics background. She is supposed to shadow Kevin Brown to learn about the water park. Erhart assumes they will be start moving into the Activity Center October 1. The City has the requested \$25,000 from CARD. They went on to discuss the new park staff and how CARD staff has either not been hired or not even been interviewed for various positions. Rice said they seem to be making a statement.

This was discussion only. No action was needed.

The second item of New Business was regarding new signature cards for FCB account. Erhart collected necessary signatures from board members.

This was discussion only. No action was needed.

FOR THE GOOD OF THE DISTRICT

Jedda opened the floor for the Good of the District.

Erhart added that even if CARD is dissolved, all board members will stay on board and there would not be any more elections.

Rice read through key points of the park district code since several of the board members had not yet read it. She also noted that letters have been going out indicating the school district will be getting money, but they did not indicate that they would not get that money for at least another 16 years. The board went on to discuss the distribution of restricted funds. Jedda started making suggestions. Rice suggested letting Craney make the suggestions of how to do it legally. Craney clarified that he is not a tax attorney and recommends checking with a bond attorney. She went on to asked about a strategic plan for the future and some of the things that are necessary to continuing to do things legally. Jedda said they will outsource. Craney suggests creating a checklist of yearly duties and contract with an accounting firm.

Erhart went on to ask about petitions for dissolution. Jedda said the original petitions come to CARD. A receipt will be given to whoever turns them in. Jedda said it does not have to be turned into the clerk office and the petitions do not need to be verified. If no one objects, they do not have to be reviewed.

Craney discussed tax exemption for Walgreens located at Collinsville Crossing and in Maryville at 159 and 162. Walgreens is challenging their assessment.

OTHER BUSINESS

A motion was made by Sewell, seconded by Wright, to go into Closed Session for the purpose of discussing the employment, compensation, or dismissal of specific employees, purchase or sale of real property, and litigation. (5 ILCS 120/2§ 1, 5, 6, 11).

Those voting AYE were Lomax, Sewell, Wright and Jedda. None voted NAY. Motion Passed.

The Board adjourned to CLOSED SESSION at 7:35 P.M.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Jedda, July 17, 2018 at 8:40 P.M. at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Lomax, Sewell, Wright and Jedda. Staff present included Erhart and DeRossett. District Attorney James Craney was present as well.

No further business coming before the commissioners, a motion was made by Sewell, seconded by Lomax, the meeting be adjourned. Those voting AYE were Lomax, Sewell, Wright and Jedda. None voted NAY. The motion was passed.

The meeting stood adjourned at 8:41 P.M.

Respectfully Submitted,

Kimberli DeRossett, Recording Secretary

Date