

COLLINSVILLE AREA RECREATION DISTRICT

REGULAR MEETING MINUTES

DECEMBER 20, 2011

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 7:04 PM, December 20, 2011 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 Tanyus, Joan Burke, Spike Bryant and Mary Ann Bitzer. No Commissioners were absent.

Staff present included Superintendent of Parks Kevin Brown, Golf Course Superintendent Bob Lovatto, Superintendent of Recreation Rick Robbins, Aquatics Supervisor Stephanie Whittington, Director of Business Rosemary Barczewski, Assistant PGA Professional Chad Robbins, Assistant Superintendent of Parks Greg Reising, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

PUBLIC INPUT

Joe Ashmann – Mr. Ashmann stated congratulations to Joan Burke for the standing ovation made at the last meeting he attended. He stated he also came to correct a couple misconceptions that the people attending hate parks. Mr. Ashmann stated he is crazy about the parks. The other misconception is that Maryville wants to bail out and leave Collinsville holding the bag. He stated Maryville is on the hook for the debt accrued. He then explained why he was there, and that was because of what he was told about the amount of money that was planned to be spent on Miner's theater. He stated the Italian Fest drew more participants this year than over the 30 years at Miner's. He stated 90 days ago he never attended a meeting or handed out a brochure, but after hearing about the golf course purchase, the land purchase at Arlington, Pleasant Ridge Park, etc. he became educated during the last 90 days. He stated he understands that CARD takes in 3.75 million per year and none of that is used to pay debt, and made reference to the vote made for 1.3 million versus what was originally proposed. He stated he was worried about our country, that what he sees in Washington is an arrogance of power and he sees the same thing here. He also stated he believes we deserve better.

Linda Mauck – Did not speak.

Lynn Heinrich – Addressed the board regarding a review she conducted regarding a Bank of Montreal credit card in the name of Mark Badasch from 2009 and 2010. Ms. Heinrich talked about 3 different incidences. One incident, was regarding a conference attended in 2009 by 6 people. She referenced a newspaper article written about the expenses, which totaled \$7500, where it was reported that Badasch paid for himself, but the others used recreation and District money. Ms. Heinrich stated the bill for the card was sent to CARD and paid by CARD and in her opinion not a situation where Mark paid for himself. She

then referenced detail of expenses paid for the individuals attending the conference. She stated that even though the board approves the bills, either CARD's financial tracking system is so bad that the commissioners did not know what they were approving or they are guilty of a lie of omission. Ms. Heinrich then discussed a second incident from February 2009, regarding a trip to Palm Springs, CA for an APEEP annual meeting billed to CARD and paid by CARD. The initials on the statement indicate expenses for one person. She stated the trip was for Mark and Kathleen Badasch, and she outlined expenses from the stated trip. The third incident she discussed was for the state conference attended in Chicago in 2010, which appeared to be attended just by Mark Badasch for 5 nights. She stated there is no oversight on expenditures, expenses are paid by various CARD accounts with no consistency, and documentation to support expenses is not required. She stated there is without a doubt severe financial malfeasance on a part of the board, the three that have been on the board.

Rod Spears – Addressed the board and stated that intelligent people in their group have spent about 80-120 hours researching information to provide background to the public about why they are so upset in this effort that has been taking place for about 6 months. Mr. Spears then referenced information acquired through FOIA requests and information provided in response to such requests. Some of the information referenced was in regard to charges made on Mark Badasch's credit card, to include late fees and finance charges, and more than \$64,000 charged during 2009 and 2010. He stated that instead of handling the conduct of this business through a normal invoice and keeping track of the accounting properly, CARD was using a credit card. He stated almost all of the charges referenced should have been paid by invoice. He asked if there was any accountability for these credit cards, and then answered we think not. Mr. Spears recommended establishing a credit card usage policy and note charges into appropriate accounting lines, as well as bidding out for more competitive pricing.

Mark Achenbach – Addressed the board about the tax levy. First, he talked about the District's EAV, and asked if the commissioners knew what the EAV is going to be. Mary Ann Bitzer stated the information has not been provided by the assessor. Mr. Achenbach stated he called the tax assessors office in the Collinsville township, and noted that although CARD is not exactly the same, the overlap is significant. He asked the township to give a basic estimate of what the EAV is going to be for the township, and they came back with an estimate of approximately 604 million. For the current year it was 658 million and that represents a 2 1/8 percent drop in the EAV. He stated that doesn't mean CARD's EAV will drop that much or more, but the overlap is significant. The second thing he talked about is the amount of debt taken on by the park district. He asked the board that if they had the guts to vote to take the debt, then levy for the debt payments. He stated the board has a bad habit of abating the bond payments. Mr. Achenbach then referenced 4 bonds that are due, which is 2.747 million dollars due this year, and then asked the board to levy for the bonds.

A motion was made by Carruthers, seconded by Tanzyus, to extend the time for Public Comment. Upon roll being called, those voting AYE were: Carruthers and Tanzyus. Those voting NAY were Burke, Bryant, and Bitzer. The motion did not pass.

A motion was made by Bryant, seconded by Burke, that the Minutes of the Regular Meeting held November 15, 2011 be approved and placed on file. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, 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 November 15, 2011 be approved and placed on file. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Burke, seconded by Bryant, that the Minutes of the Special Meeting held November 17, 2011 be approved and placed on file. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

A motion was made by Bryant, seconded by Burke, that the Treasurers Report for November 2011 be approved as printed and placed on file for audit.

- David Tanzyus stated we need a credit card policy, that there are so many credit cards, and when you look at the way the numbers are presented, it is not that clear. He stated he has been making that point since April.
- Joan Burke suggested having a meeting or forming a committee to discuss policies and other things, because they are not being completed during the regular meetings due to the lengthy agendas.
- David Tanzyus stated that if the credit card things are real, that needs to be discussed as well, because that is significant stuff, and that is something that can be addressed at the Committee of the Whole meeting.
- Mary Ann Bitzer stated she thinks that is something that the new director needs to investigate.
- Andrew Carruthers stated he outlined a proposed policy he can distribute.
- It was agreed to discuss a credit card policy at the January Committee of the Whole meeting.

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

A motion was made by Bryant, seconded by Carruthers, that the list of claims and accounts totaling \$374,022.56 be approved for payment.

- Andrew Carruthers stated he might have had some questions related to credit card bills, but there wasn't anyone present who could answer them.

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

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

Discussion Items

Peter Murphy, IAPD President/CEO, presented information about IPAD's Executive Search Service. The service has been provided since 1992 and over the last 20 years IPAD has provided more than 100 different placements of director's in agencies across the state. One of the important criteria to establish for the search is what qualifications and characteristics the board wants in a director. After identifying the qualifications, the service markets the position to identify candidates. After the search is completed the search committee reviews the candidates, and then only candidates that meet or exceed qualifications are presented to the board. The board decides who they would like to interview, a search committee sets up the interviews for the board, provides suggested interview questions, and communicates with candidates not selected for the position. Peter Murphy provided an outline of the process.

David Tanzyus asked how wide the scope is of the search, specifics about the advertising, who comprises the search committee, and how many candidates the board will get to see. Peter Murphy responded that the board makes the determination about the number of candidates they would like to see. He stated his recommendation is to look for 5-7 finalists out of the pool. The search committee is comprised of a retired professional in parks and recreation associated with the University of Illinois, a park commissioner from the northern part of the state, legal council, Peter Murphy, and one other retired park professional. David Tanzyus asked if we could have a local component. Peter Murphy stated yes, and that it is the board's search. David Tanzyus clarified that he was asking if a local component could be added to the search committee. Peter Murphy stated it is possible to have one of the commissioners involved. David Tanzyus asked if Peter Murphy could give some of the history of the success of selecting individuals with certain qualifications for districts. Peter Murphy stated he could provide a categorical list of qualifications of what people are typically looking for in candidates.

Joan Burke asked how long the process is from start to finish. Peter Murphy stated it depends on how quickly the board agrees on the qualifications and how quickly the announcement is made available. He stated he likes to have the announcement out 4-5 weeks, and when the deadline comes the review is completed. He stated the ideal time is 180 days to complete the process, but if people want a more abbreviated amount of time, this timeline can be accelerated.

Andrew Carruthers asked about the fee for the service. He stated he understood the fee outlined in the agreement (approximately \$7,900) covered materials, and reports, etc., but asked for clarification of the expense for the honorarium for each member of the executive search committee. Peter Murphy answered the honorarium is for travel expenses for the search committee, which is approximately \$200 per person.

Action Items

A motion was made by Bitzer, seconded by Burke, that Ordinance Number 11-5, an ordinance 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.

- Andrew Carruthers stated he was in favor of passing the tax levy. He referred to the proposed tax levy distributed in October, and referenced recommendations he outlined, which was distributed as a part of the board packet. He then went on to explain his recommendations, and asked David Gerber for confirmation of what is paid for from the tax levy. He stated his goal with this levy is to reduce some of the levies that are being passed, so that instead of abating our debt service we levy some of our debt service. He wants to assure we don't have to take on short term debt again or if we do it is as little as possible, so that within a year or two years we can get off this wheel of debt and simply levy for our debt service and use that money to make the payments. Rather than continue to engage annual engagement of short term debt. He suggested doing something like what he had outlined in Option A.
- Spike Bryant asked Andrew Carruthers if he wanted to do away with paying for the Paving and Lighting Levy, where he figured the money was going to come from to pay for the electric that comes from Ameren and another company. Andrew Carruthers stated that what he suggested was for this year only we don't issue a levy for Museum, Paving and Lighting, and Special Recreation, which is approximately \$200,000. He suggested that for this year we don't levy for any of those, and next year they could be brought back. He stated the electric could be paid out of one of the other levies, such as the Corporate levy.
- Mary Ann Bitzer stated if we went with what we were given in the memo on October 11, 2011 that Mark Badasch proposed, we would be reducing our tax rate by almost 20% for the second year in a row.
- Andrew Carruthers responded that he commended Mark Badasch at the time for the introduction of a reduced levy, not because he agreed with the figures, but overall because the reduction represented a 2% decrease. Mary Ann Bitzer disagreed and stated the reduction was a 20% reduction. Andrew Carruthers then stated if we do what Mark Badasch suggested, which represents a 2% decrease of what we did last year and if we do what Andrew Carruthers is suggesting it represents a 2% decrease of what we levied last year. Andrew Carruthers stated we go about it in a different way, by setting aside more from the levy overall, to pay for our debt service.
- Spike Bryant asked David Gerber if we dropped a levy one year, could it be brought back the next year. David Gerber responded "yes", that there are different funds you can levy each year on an annual basis as provided in the park code.
- Mary Ann Bitzer stated she felt uncomfortable with what Andrew Carruthers proposed, because it was just mailed in packets sent the previous Friday, and because the board has not been able to talk about it. On the other hand the board has had the other information for over two months. She stated she thought it could be discussed at a later date, but the payment needs to be made December 27th. She then stated there is a motion on the floor and a second, and then asked if there was any further discussion.

- There was additional discussion to clarify what the original motion was for, and Andrew Carruthers explained what would happen if the board voted for the levy as proposed by Mark Badasch in October, regarding abatement and roll over of bonds.

Upon roll being called, those voting AYE were: Bryant and Bitzer. Those voting NAY were: Carruthers, Tanzyus, and Burke. The motion did not pass.

- After the vote Andrew Carruthers stated a motion had to be made. Mary Ann Bitzer stated she would like to go back and discuss Andrew Carruthers proposal at a later time, to which Andrew Carruthers stated we did not have time. David Gerber stated the levy had to be submitted to the county clerk by the last Tuesday of the month, and there was a chance to call a Special Meeting, if the board wanted more time to discuss the levy. There was then some discussion about how things could be paid for from different funds. David Gerber suggested looking at the board's calendar, and before passing a levy cutting specific funds, to maybe sit down with the budget and get together with staff to review in more detail on what funds to cut. He stated he knew another meeting was a pain, and it's obviously up to the board to decide what it wants to do, but he thought the board should give the staff a chance to go through the numbers of what is being suggested before setting the levy.
- There was more discussion about the figures proposed by Mark Badasch in the levy. Andrew Carruthers inquired about the \$197,000.00 proposed by Mark Badasch for the Liability Levy. Mary Ann Bitzer stated the increase from last year was due to the addition of Pleasant Ridge Park. Rosemary Barczewski also addressed the amount proposed, and stated we could go less on the liability insurance levy, and that she agreed with David Gerber that the numbers need to be adjusted. She then stated that if we do as suggested by Andrew Carruthers to basically go \$300,000 less to operate on, then we will have to make severe cuts, which probably means staff. So therefore, we should be adjusting social security and a few other things like David Gerber suggested, before approving numbers. She stated if we are losing staff, then IMRF and other areas could be adjusted. Andrew Carruthers stated he was not suggesting we lose staff, and that was a decision that needs to be made. There was more discussion clarifying the difference in the amounts proposed to the levies, and the difference between the two proposed levies. Andrew Carruthers suggested we go ahead and pass something, and if a special meeting is called for the purpose of tweaking the numbers, then before next Tuesday we should pass something and then revisit the numbers if need be.

A motion was made by Carruthers, seconded by Tanzyus, to pass a levy with the following changes: Corporate \$420,000 Recreation \$400,000, Audit \$30,000, IMRF \$105,000, Liability \$140,000, SSI \$135,000, Work Comp \$66,000, Museum \$20,000, Paving and Lighting \$0, Special Rec \$0. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, and Bryant. Those voting NAY were: Bitzer. Motion passed.

A motion was made by Tanzyus, seconded by Carruthers, that the agreement regarding the merger of the IDLAF investment pool and CARD participation in the succeeding investment pool be approved and the officers be authorized to execute same on behalf of

CARD. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted NAY. Motion passed.

A motion was made by Burke, seconded by Bryant, that the rates for the 2012 season of Splash City family Waterpark be approved as presented.

- Rosemary Barczewski stated because there were problems after 4:00 that the after 4:00 rate should be raised, and due to substantial crowds after that time we should see a slight increase in revenue.
- Rick Robbins referred to a hand out provided to the board in the board packet and stated there was a slight increase in the season pass rate for seniors, a decrease in the multi pass rate, in the after 4:00 rate from ½ of to \$5.00 off the regular rate, etc.

Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted NAY. Motion passed.

A motion was made by Burke, seconded by Tanzyus, that the 2012 regular meeting schedule be accepted.

- Andrew Carruthers asked about the Committee-of-the-Whole meetings listed on the proposed schedule. David Gerber clarified that the Committee-of-the-Whole meetings are when the commissioners come together to discuss items, that no action is taken, and recommendation is usually forwarded for agenda items for the full board to act on.
- Andrew Carruthers then asked if we wanted to leave it as is, but then actually follow the schedule, which was affirmed by Joan Burke.

Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted NAY. Motion passed.

A motion was made by Carruthers, seconded by Tanzyus, that the amendment to section 5.12 of the CARD Personnel Policy, regarding mileage reimbursement, be approved as printed. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted NAY. Motion passed.

Regarding action item F), Mary Ann Bitzer referenced a red folder that is normally brought to the meetings, which holds all the correspondence for the board to include FOIA correspondence. Andrew Carruthers suggested that this item be added to the agenda and the interim Executive Director reviews the contents of the folder during the meetings. Joan Burke stated the packet gets pretty big, and suggested the interim Director make a statement to direct the board to the folder to review the folder before or after the meeting. David Tanzyus suggested a summary sheet be prepared and added to the folder outlining the detail of correspondence received. A general consensus was made to include a copy of a summary in the folder. A motion was not made to add correspondence and FOIA/OMA matters as an agenda item.

A motion was made by Bryant, seconded by Carruthers, that the commissioners go into CLOSED SESSION for the purpose of discussing the appointment, employment,

compensation, discipline, performance or dismissal of specific employees. (5 ILCS 120/2(c)(1)) Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted nay. Motion passed.

The board adjourned to CLOSED SESSION at 8:32 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 9:12 PM, December 20, 2011 at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon roll being called the following commissioners answered present: Andrew Carruthers, David Tanzyus, Joan Burke, Spike Bryant, and Mary Ann Bitzer. No Commissioners were absent. Staff present included Superintendent of Parks Kevin Brown, Golf Course Superintendent Bob Lovatto, Superintendent of Recreation Rick Robbins, Aquatics Supervisor Stephanie Whittington, Director of Business Rosemary Barczewski, Assistant PGA Professional Chad Robbins, Assistant Superintendent of Parks Greg Reising, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

Additional Action Items

Regarding additional action item XII. A, no motion was made regarding an Executive Search.

A motion was made by Bryant, seconded by Burke, that Rick Robbins be appointed as the interim Executive Director with an additional \$1000/month salary. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted NAY. Motion passed.

A motion was made by Carruthers, seconded by Tanzyus, that Susan Zaber be appointed as the interim Recording Secretary. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, and Bitzer. None voted NAY. Motion passed.

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

The meeting stood adjourned at 9:15 PM.

Respectfully submitted,

Susan Zaber, Recording Secretary

Date