



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

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REGULAR MEETING MINUTES APRIL 15, 2014

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by Vice President Patrick Collins at 6:30 PM, April 15, 2014 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, and Jeanne Lomax. Commissioners Mary Ann Bitzer and David Tanzyus were absent.

Staff present included Superintendent of Parks Kevin Brown, Asst Superintendent of Parks Greg Reising, Aquatic Supervisor Karl Schmidt, Park Specialist Pete Peterson, Park Specialist Mark Kosmatka, Interim Executive Director Susan Zaber, and Finance Coordinator Iva Briggs. Attorney Paul Evans was also present.

CONSENT AGENDA:

A motion was made by Mark Achenbach, seconded by Jeanne Lomax to approve the consent agenda.

- Mark Achenbach outlined revisions he had for meeting minutes for meetings held on March 3, March 10, and March 18, 2014.
- Patrick Collins inquired about the claims and accounts expenses for the lease for copier and the copies, Barnett Pest Control, FKG Oil, Amerigas and a payroll increase noted at the end of the month. It was stated the copier charges were for one copier, not multiple; Barnett Pest Control was a separate bill for separate accounts; FKG Oil was MotoMart for CARD vehicles; and Amerigas was for gas at Pleasant Ridge. It was stated the payroll increase was for pay out of vacation for positions that were termed or vacated.

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

EXECUTIVE DIRECTOR/STAFF REPORTS:

A motion was made by Patrick Collins, seconded by Mark Achenbach to accept the Executive Director and staff reports.

- Patrick Collins asked about Activity Center roof repairs. Susan Zaber explained the current need for repair was for the rubberized part of the roof that was pulling away from the support board underneath. She explained two quotes had been received for the repair. Per Pete Peterson it was a repairable problem, not something requiring an entire replacement.
- Patrick Collins asked about a grant through IDNR. Karl Schmidt explained the grant money applied for was for staffing costs for swim instructors.

- Patrick Collins asked about concessions for Jaycee Sports Complex. Susan stated no one had yet been hired for the manager position and games started April 28, 2014.
- Patrick Collins asked about the solar grant. Karl Schmidt indicated it could take three to four months and that the state would contact the District directly regarding a grant award.
- Per Susan Zaber, Mark Marcuzzo wanted it mentioned that Fox Sports Midwest would be at the golf course April 23, 2014 for the VA clinic.
- Needed Arlington Clubhouse repairs were discussed, and Susan mentioned additional quotes needed to be acquired.

Upon Roll being called those voting AYE were Achenbach, Collins, Lomax. None voted NAY. Motion passed.

NEW BUSINESS:

A motion was made by Patrick Collins, seconded by Mark Achenbach to approve Resolution 14-4, A Resolution Authorizing the Interim ED to apply for Environmental Grant funds from Madison County, IL

- Susan stated the project applied for was basically the same as the previous year. A diagram of the area at Willoughby Farm to be worked on was viewed and Kevin Brown and Mark Kosmatka provided some description of the project and answered Board questions. The totaled estimated cost was stated to be \$18,100. It was stated 80% would be paid by Madison County and the District was responsible for 20%.

Upon Roll being called those voting AYE were Achenbach, Collins, Lomax. None voted NAY. Motion passed.

Regarding board reports, Susan stated she was looking for feedback on what would be useful for the board as far as reports. Regarding budget reports Mark Achenbach stated he wanted to see a month to month report by fund, and for the whole year. Mark stated he wanted to see resale activities for the golf course and Sport Complex, etc. He stated the Board needed to see inventory monthly compared to how much money was brought in, compared to how much new inventory was added. Mark stated ideally the board needed to see the split in the Rec Fund between parks and programs so that tracking could be narrowed down in the various funds where appropriate.

OLD BUSINESS:

Regarding District signage, Mark Achenbach made a motion, seconded by Patrick Collins to approve the proposal from Warren Sign for an unlighted sign for \$7328 plus permits. The Board discussed the options that were presented in more detail. Karl Schmidt stated recommendations provided by Kochan. After discussion Mark Achenbach amended the original motion he made and made a motion, seconded by Patrick Collins to approve the Warren proposal for the lighted sign for \$12,415 plus permits. Upon Roll being called those voting AYE were Achenbach, Collins, Lomax. None voted NAY. Motion passed.

Regarding concession services, Susan Zaber stated one bid was received by Ravanelli's Restaurant. A proposed menu was presented and it was indicated that Ravanelli's met the bid requirements. A motion was made by Patrick Collins, seconded by Mark Achenbach to accept the bid from Ravanelli's. There was additional discussion, and it was stated there still needed to be discussions regarding Ravanelli's providing concession services for the Sport Complex,

because the Complex was not included in the bid notification. Mark Achenbach made an amended motion, seconded by Jeanne Lomax to include an option to include the Jaycee Sport Complex with details to be negotiated by staff. Upon Roll being called those voting AYE were Achenbach, Collins, Lomax. None voted NAY. Motion passed.

The third item up for discussion was finance policy development. Susan Zaber stated she would like to go through more policy review at the next month's meeting, but in light of working on the budget she wanted to discuss the District's definition of a fixed asset. She referred to some policy samples. Mark asked if it was possible to have different levels for different categories. After some additional discussion it was agreed the Finance Working Group should discuss and make a recommendation to the Board. The Board also discussed scheduling meetings to talk about budgeting for the next fiscal year, timelines to post a draft budget, and a date for the Budget Hearing.

PUBLIC COMMENT:

Ron Jedda recommended looking at budgets from previous years when setting budgets for current year. He recommended bringing in old data to help in future planning and tracking all information over the next several years. He also indicated that the District insurance policy deductible of \$1,000 seemed very low and he thought it should be closer to \$5,000.

Joe Ashmann pointed out that several meetings ago a lady was appointed as interim director and that she was not sworn in, not much fanfare, but continued to point out that several people felt she seemed very competent and felt that she would be a good mesh with the staff. He went on to say thank you very much. Joe stated he wanted to point out that people should stop spending money they didn't have. He stated the recent addition of several programs or facilities to CARD had caused an unnecessary debt. He stated the process of grants also troubled him, regarding how grants that were not 100% seemed to add to the debt. He indicated that the public needed a greater explanation on the financial aspect of CARD. He went on to stress the importance of inventory and continued financial tracking, and he thanked the board for changing public comment on the agenda.

Jim Sparks started by indicating that he knew they were trying. He identified CARD as a living, breathing, family unit of the tax payers. The tax payers were to benefit the children; however, they did not want to pay more taxes. He recommended that a letter be drafted to withdraw the requests for grants to benefit either Pleasant Ridge or Arlington Golf Course because he felt both were already losing too much money and that they were not great money generators. He recommended running CARD as they would their own household. He guessed that everything at CARD was either on loan, rented, borrowed, leased or purchased on time payment only. He stated CARD was tens of millions of dollars in debt, requiring decades to pay down. Basically, there was no cash on hand to pay bills and the District paid with credit cards. He went on to point out that numerous staff members were being laid off. He also had questions about the tabling of Pleasant Ridge. He stated he will hold off on that until all board members were present.

FOR THE GOOD OF THE DISTRICT

Mark Achenbach thanked the staff that worked over the weekend at the concession stand.

OTHER BUSINESS:

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

The Board adjourned to CLOSED SESSION at 8:07 PM.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Vice President Patrick Collins, April 15, 2014 at 10:15PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon role being called the following commissioners answered present: Mark Achenbach, Patrick Collins and Jeanne Lomax. Staff present included Interim Executive Director Susan Zaber. Attorney Paul Evans was also present.

No further business coming before the commissioners, a motion was made by Mark Achenbach seconded by Jeanne Lomax that the meeting be adjourned. Those voting AYE were: Achenbach, Collins, Lomax. None voted Nay. Motion passed.

The meeting stood adjourned at 10:16 PM.

Respectfully submitted,

Susan Zaber, Board Secretary

Date