



COLLINSVILLE AREA RECREATION DISTRICT

www.CollinsvilleRec.com

10 Gateway Drive, Collinsville, Illinois 62234 • (618) 346-PLAY(7529) • (618) 346-7530 (fax)

REGULAR MEETING MINUTES

May 20, 2014

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President David Tanzyus at 6:30 PM, May 20, 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, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax and David Tanzyus.

Staff present included Park Superintendent Kevin Brown, Aquatic Supervisor Karl Schmidt, Park Specialist Pete Peterson, Web Administrator Tim Childers, Interim Executive Director Susan Zaber, and Finance Coordinator Iva Briggs. Attorney Paul Evans was also present.

CONSENT AGENDA:

A motion was made by Patrick Collins, seconded by Mark Achenbach to approve the Consent Agenda.

- The claims and accounts discussion was opened. Patrick Collins asked about an aquatic fund expenditure for lights for the leisure pool for the amount of \$3,956, and whether it was a capital expenditure. After some discussion and because of the lights life expectancy, it was stated it could be a capital improvement.
- Jeanne Lomax had a question regarding an expense for Grainger in various funds. It was noted that the expense was for safety supplies paid for by a grant.
- Mark Achenbach stated regarding resale items the same amount of care and tracking should be implemented. He stated the District needed to be cautious about the expense of purchasing resale items versus revenue brought in from selling resale items.

Upon roll being called those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

EXECUTIVE DIRECTOR/STAFF REPORTS:

Mark Achenbach made a motion, seconded Patrick Collins to accept Executive Director and staff reports.

- According to Susan Zaber, we have not yet heard anything on the park grant, but the solar grant was awarded. She stated nothing had been heard in regards to the IDNR staffing grant, and although nothing definite had been heard, things looked good for the sustainability grant for Willoughby Farm and the water project. She also pointed out that there was an opportunity for an OSLAD Grant that was due July 1, 2014.
- According to Susan Zaber, as far as finance, work had been done over the last several months the budget for the next fiscal year. She stated additions were implemented in the

accounting system, and the coding was restructured to enable detailed tracking of various expenses.

- Susan Zaber stated Spring Farm Day was a great success on May 3, 2014. Another highlight for Willoughby, the Local Iron Works Union #392 donated materials and labor to build a new gate for the goat enclosure. The project was completely donated at no cost to the District.
- Sport complex improvements were discussed. \$120,000 was approved. Various ideas of improvement were pointed out. The money used was considered a capital improvement.
- Mark Achenbach asked a question about a bullet on the Superintendent of Parks report regarding usage of bags at the parks. According to Kevin Brown, a lot of people had been using them and it seemed to be successful.
- A question was raised regarding the Splash City report. The board would like more information on how guests were spending money upon entering the park and how money was spent once they entered the park. Board had some questions regarding Arlington Golf Course. It was stated they need more information especially when it came to the end of season and resetting of rates.
- Mark Achenbach referred to a system at another Park District that based on the weather a determination was made about capacity golf rounds. One comment was that prices may be reduced on various days according to the weather. It was also suggested that better marketing be put in use. Mark also noted improvements to the website made by Tim Childers.

Those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

NEW BUSINESS:

A discussion was opened regarding the mowing bids. Per Susan Zaber, there were six bids that were opened the previous Friday. The packets were presented with the lowest bidder on top. The lowest bid was from Altered Grounds Outdoor Services located in Pontoon Beach. Mary Ann Bitzer asked what CARD spent on approximately 30 mows. Mark Achenbach stated he came up with an estimate of about \$120,000. This estimate included the salary of two full time employees, one part time employee, benefits, gasoline and the depreciation in value of the mowers. There was discussion about the benefits of a mowing service, feedback provided by other municipalities that used a mowing service, changes in staff responsibilities if mowing was removed, and the quality of service provided by a contractor versus keeping mowing in-house. After extensive discussion about the bids submitted, etc. the board concluded that by having an outside company mow, the District could save approximately \$50,000 annually.

A motion was made by Patrick Collins, seconded by Mark Achenbach to table Item 4A till after the Closed Session. Those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

The next item was regarding the sale/purchase of surplus equipment. Susan Zaber opened all the bids to include two bids for the 1987 Ford F600 Bucket Truck. The first bid was from Bob Althart for \$555. The second bid was from Charles Bryant for \$300. The second item was the 1992 Ford F350 Dump Truck. The first bid was from Charles Bryant for \$400. The second bid was from Bob Althart for \$450. The third item was a Ford 930 B Finish Mower with a 3 point hitch. The only bid came from Jim Sparks for \$175.01. The fourth item was the Jacobson LF

3400 Fairway Mower. The only bid was from Bob Althart for \$350. There were no bids for the Alice Calmers tractor. The Bearcat 75011 Chipper Shredder was the next item. The first bid was from Brian Peterson for \$100. The second bid was from Rex Lukes for \$50. The next item was the wood chipper/shredder 5000. The first bid was from Robert Lynn for \$125. The Mary Mack Chipper Shredder was the next item. The bid was from Robert Lynn for \$125. The highest bidders received the item. A motion was made by Mark Achenbach, seconded by David Tanzyus to accept the high bid for each piece of stated equipment. Upon role being called those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

Regarding the budget for the 2014-2015 fiscal year Susan Zaber asked the Board if there were any initial questions regarding budget information that had been provided to the Board and the draft appropriation on the CARD website. In conjunction with the notification posted in the Belleville News Democrat and on the CARD website it was stated the Budget Hearing was scheduled for June 17, 2014. It was stated that the budget is what we plan to spend and the appropriated amount is what we legally can spend.

OLD BUSINESS:

Regarding District Signage, Susan Zaber provided an overview of various signs as presented in the meeting packet. The first sign discussed was the design for the Jaycee Sports Complex. After some discussion it was decided to not proceed further with the redesign and purchase of new signage for the parks until a later date and with the discussion of other capital improvement priorities.

The concession services contract was the next topic of discussion. Susan Zaber started to point out an issue with the agreement for concession services at Splash City as well as the Jaycee Sports Complex. It was decided to move Item VII B. till after Closed Session.

The next item of discussion was regarding the Illinois Clean Energy Act and the Parc Grant Application. An outline of the award was provided to the Board for the grant awarded by the Illinois Community Clean Energy Act. The Board discussed the grant award and specifications, the total costs to the District, the reimbursement process and timelines, and timelines for completion of the project. The question was raised as to the account balance in capital improvement and what was in Bank of Edwardsville account. \$1,283,579 was the estimated amount per Susan Zaber. Regarding capital improvement expenditures it was stated there was an estimated amount of \$20,000 still outstanding with the sports complex. The outstanding amount with Willoughby Farm was about \$3,000. The roof on the Jaycee Pavilion was about \$10,000. The roof on the activity center was about \$5,000. Karl Schmidt stated the estimated savings or recoup was estimated to be about \$27,000 per year. It was also noted there may be a possibility of obtaining additional grant funds in association with the solar project. Paul Evans outlined the possible consequence of not following through on things such as the Illinois Clean Energy Act and how that can affect the District's ability of getting future grants. The Board also discussed what action may need to be taken in relation to scaling back or withdrawing submitted Parc grants, because of moving forward with the solar grant/project and the funds or lack thereof that would be available for submitted Parc grant projects. It was generally decided not to take any action regarding the Parc grant submittals. A motion was made by Patrick Collins, seconded by Mark Achenbach to accept the grant from the Illinois Clean Energy Foundation and spending

capital improvement funds for the project. Upon role being called those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

Mary Ann Bitzer asked about the selection of a new executive director. She stated a person that would be the expert as far as park districts, grants and various other items was necessary for running the District. David Tanzyus stated they planned to move forward after the budget and it would be addressed at the June meeting. He stated this was the process the Board followed in the past when a new executive director had to be appointed. It was suggested to further discuss the issue in closed session.

PUBLIC COMMENT:

Joan Farmer spoke on behalf of the homeowners on Golfview and Camelot. She lives at 2005 Golfview. Her husband Greg and she previously owned Dean's downtown. She went on to discuss the lake behind her home. She discussed the work they did to preserve the shorelines behind their home. She stated the dam broke in 1995 and it was fixed, and they were looking to get the current dam issue repaired.

Rick Appeca presented photos of the location behind Camelot and Golfview and the current condition of the lake. He lives at 401 Camelot. He chose his current location based on the aesthetics in 1995. He currently works for WIL radio station and loves the Collinsville area. After today, he has started to wonder if he made the wrong decision and is questioning his property value. It was pointed out by the board that in 1995 it was recommended that a homeowners association be developed. According to Appeca, the association was never established and any work done to the shoreline and the lake has been strictly done by the homeowners on their own. It was pointed out that the one homeowner, Don Heyden, that has been doing the majority of the work and has the greatest knowledge of the enhancements and changes made is currently in the hospital. Thoughts and prayers were asked for. Paul Evans referred to documents from 1995 in which an agreement was reached requesting a homeowners association be formed to maintain the lake and the dam along with its upkeep and necessary repairs. Paul outlined actions he had taken to move forward to find a resolution, and stated he had not received a response to the letters he had sent to homeowners. Paul also outlined what needed to happen, to include the homeowners designating a representative or spokesperson, in order to resolve the issue. It was asked that Mr. Appeca work with Mr. Heyden in order to lead the homeowners in the correct direction and designate a leader so that the problems can be addressed and taken care of.

Mark Albers of 1911 Golfview stated that the documents previously mentioned was not included in any of the paperwork he received when purchasing his property. He presented aerial photos of the area where there is a broken dam and that the area is very soupy. He continued to state that he contacted Terry Wilson and requested a barrier of some sort to put around the hazardous area due to the danger to neighborhood children. He pointed out that it was an easy fix and that we should just fix it instead of spending a large amount of money on legal fees.

Rick Appeca spoke on behalf of Don Heyden. He spoke of a resident's child, Douglas, who is an avid fisherman in the lake behind their home. He spoke of how he has been deprived of the fishing ability for the last three years due to the most recent break in the dam. He stated the

break started small and has grown drastically. Not only is it visually unappealing, but it is poses a great hazard.

OTHER BUSINESS:

A motion was made by Mary Ann Bitzer, seconded by Patrick Collins, 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)

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by President David Tanzyus, May 20, 2014 at 9:50 PM at the district office, 10 Gateway Drive, Collinsville, Illinois. Upon role being called the following commissioners answered present: Mark Achenbach, Mary Ann Bitzer, Patrick Collins, Jeanne Lomax, and David Tanzyus. Staff present included Finance Coordinator Iva Briggs, Web Administrator Tim Childers, and Interim Executive Director Susan Zaber. Attorney Paul Evans was also present.

A motion was made by Mark Achenbach, seconded by Patrick Collins, to approve the concession services agreement with the amendment to strike the Jaycee Sport Complex and authorize the Interim Executive Director to negotiate with Ravanelli's or an alternative plan for the concession stand at the Jaycee Sport Complex. Upon role being called those voting AYE were: Achenbach, Bitzer, Collins, Lomax, Tanzyus. None voted Nay. Motion passed.

A motion was made by Mark Achenbach, seconded by Jeanne Lomax, to accept the bid for grass mowing services submitted by Altered Grounds, LLC. Upon role being called those voting AYE were: Achenbach, Collins, Lomax, Tanzyus. Those voting NAY were Bitzer. Motion passed.

FOR THE GOOD OF THE DISTRICT:

Susan Zaber reiterated a statement made earlier regarding the contribution of material and labor at Willoughby Farm from the Local Iron Works Union #392. Susan commended staff for their dedication and hard work. Mark seconded the statement made by Susan and pointed out improvements made to the website by Tim Childers. Patrick Collins pointed out the lily pads being in bloom at Arlington Wetlands and encouraged others to go.

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, Bitzer, Collins, Lomax and Tanzyus. None voted Nay. Motion passed.

The meeting stood adjourned at 9:55 PM.

Respectfully submitted,

Susan Zaber, Board Secretary

Date