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REGULAR MEETING MINUTES

AUGUST 21, 2012

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Andrew Carruthers at 7:00 PM, August 21, 2012 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 Tanzyus, Joan Burke, Spike Bryant, and Mary Ann Bitzer. No commissioners were absent.

Staff present included Executive Director Terry Wilson, Director of Business Rosemary Barczewski, Superintendent of Parks Kevin Brown, Superintendent of Recreation Rick Robbins, and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

PUBLIC COMMENT:

Mark Achenbach addressed the Board regarding agenda item annexation of Arlington Wetlands and stated he thought it was probably the right thing to do, that if the District owned property it should be in the District. However, he did not understand why the District would go out and procure property that was not within the District, and that the District needed to annex more people into the District who would pay taxes as opposed to annexing more property, which meant more money going out. He also addressed the Board regarding long range plans of the District. He stated in terms of where the facilities are located within the District he thought the District should have a standing issue in the plan to always compare where the center of the population was within the District and to where the center of the facilities are within the District. He stated every time the District procured something the goal should be to bring those two points closer together. He stated a vast majority of District facilities were located on the far West side of the District, which was not where all the people lived. He stated in general it looked like CARD's goal was to build a bunch of stuff by hotels, etc. on 157 and most of businesses in those areas were in TIF districts and did not pay taxes into CARD and that the residents paid the taxes.

James Sparks was signed up to speak, but stated conditions had changed and he no longer felt the need to speak.

Joe Ashmann stated the Board had been told more than one time that the public attendees could not hear the Board, and the sound system was not conducive. He stated he thought the Public Comment section of the meeting needed to be modified to put Public Comment at the end of the meeting or make it a town hall forum. He stated on a monthly basis a PNL statement needed to be provided for Splash City and Arlington Golf Course outlining income and expenses.

Regarding a forensic audit, he stated that was one of the greatest things the District could do for the public, and although he did not know the guidelines established he thought the money trail needed to be followed, specifically for the golf course.

BID OPENING:

Executive Director Terry Wilson opened bids for the roof removal and replacement for the CARD Administrative building/Splash City, Jaycee Sports Complex Concession building, and the Raiders football building. He stated sealed bids were accepted for all three buildings and he had two bids. He opened a bid from Throm Construction for \$59,536.00 and Lakeside Roofing for \$55,476.00.

CONSENT AGENDA:

Joan Burke made a motion, seconded by David Tanzyus to approve the regular meeting and closed session minutes of July 17th, Claims and Accounts list in the amount of \$321,218.39, and the Treasurer's report for period ending July 31, 2012. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

EXECUTIVE DIRECTOR/STAFF REPORTS:

Terry Wilson stated he had the department heads provide him with their reports and he was going to briefly go through what was done in the last month, and give an update, and some of the items listed on the agenda accounted for his updates.

- He presented information provided by the Marketing and Communications Coordinator, Elizabeth Davis. He stated Elizabeth hoped to have a report of Splash City coupon counts at the next meeting. He stated the Fall/Winter Program Guide was projected to be sent out the last week of August and the Unit 10 School District had again granted CARD permission to distribute flyers five times per year to elementary and DIS students.
- He presented information submitted by the Superintendent of Recreation, Rick Robbins. He gave an update on Splash City, and highlighted the Adult Luau held on 8/17 and that the last of the PEP grant items for Splash City, a spray feature, was ordered the past week. He stated the summer ball leagues were finished, and intern Hannah Wallbaum finished her internship on 8/17. He highlighted attendance to summer programs and events, stated Willoughby Farm was booked every weekend in September and October, and referenced a Volunteer Day scheduled for Arlington Wetlands the weekend of 9/13-9/16 from 8 AM till 5 PM each day.
- He presented information submitted by the Superintendent of Parks, Kevin Brown, regarding work completed at the Sport Complex and the parks and school play grounds, etc.
- He presented information submitted by the Golf Course Manager, Mark Marcuzzo, and stated the grant was approved to conduct a second Hook-A-Kid on Golf program and the

Couples and Senior Scrambles were sold out. He stated the course was busy and the high schools started practice and play. He also referenced outings hosted during the last month and stated the course had generated \$59,000 in revenue during the first 13 days in August.

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

NEW BUSINESS:

Terry Wilson presented information regarding a proposed Vehicle Use Policy that was provided to the Board. He stated it was a personal use vehicle policy, which basically stated there was no personal use, along with other scenarios covered under the policy. He stated the Personnel Manual was also in the process of being “tightened up”, so that the District had something to work with that assisted with evaluation of employees, etc. He stated regarding the vehicle policy he was looking to the Board to decide if they wanted to accept the policy.

- Spike Bryant asked if Terry thought all vehicles should be permanently marked, and stated there were three vehicles that either had magnetic signs or none at all. Terry stated they were District vehicles and should state they were District vehicles.
- Andrew Carruthers asked if all the vehicles had “M” plates, and Terry stated they did.
- Joan Burke asked Terry when the policy would take effect, and he stated whenever the Board wanted it to take effect.
- Andrew Carruthers explained that Terry presented the policy to him prior to the meeting when it was discovered there were employees who took their vehicles home and in at least one case use as their primary vehicle. He stated it was not the employees fault, but it was what they were allowed to do. He stated the policy addressed that issue, as well as other potential issues.

Joan Burke made a motion, seconded by David Tanzyus that the Vehicle Use Policy be approved as written and put into effect September 1, 2012. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

Terry Wilson stated revisions were in the process of being made to the District Personnel Manual, and stated the draft revisions would be e-mailed to the Board to review.

Terry Wilson stated the District was working on a grant that would be submitted to the Metro East Park and Recreation District to build new tennis courts at Glidden Park. He stated there were 5 tennis courts, two of which were lit and three that were not. He stated there was a grant available for a 25% match with MEPRD, which had to be submitted by September 30th. He stated if the grant was awarded and the project initiated it would be a big project. He stated the District had pricing from two different companies that ranged from \$265,000 to \$350,000, and the difference was asphalt versus concrete.

- Mary Ann Bitzer stated the tennis coach at the high school stated if the lights were taken down on the courts; the high school would like to have them. Terry stated the lights would stay, because they were functional and just needed to be repainted.

Terry Wilson presented information about two pieces of equipment that the District had for use at the golf course, which were not being used. He stated both pieces of equipment were mowers, one a Jacobson and was a Toro. He stated Bob Lovatto had a rep come in and it seemed the District could get \$4000 - \$5000 for them. He stated if the Board approved, the District would send the equipment out for sealed bid to find out what the District could get for them. Terry stated from his understanding it took a 3/5 Board vote to deem the equipment a surplus.

Spike Bryant made a motion, seconded by Joan Burke to authorize the Executive Director to sell the surplus golf equipment. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

Andrew Carruthers stated it was brought to the Board's attention that the District owned real estate that was not located within the corporate boundaries of the Park District. He stated normally when anyone wanted to annex into the Park District the Board was presented with a petition, the Board voted on it, and then the property was annexed in. He stated in this scenario the District would in a way petition itself to annex property into the corporate boundaries.

- Mark Achenbach asked about 3 parcels owned by the District that were next to the golf course that were not in the District. Terry Wilson stated the parcels needed to be contiguous to be in the District, and Mark stated they were. Terry stated several people that lived next to the course were interested in having their property annexed into the District. Mark clarified and stated he was not talking about residences, but 3 parcels the District owned that included a 10 foot easement along the 10th hole, a triangle shaped parcel to the left of the parking lot, and another parcel on the other side. He stated the parcels were in Nameoki Township and were owned by the District.
- Andrew Carruthers asked Terry what the parcel numbers were for the property the Board was to vote to annex in that evening. Terry stated it was the 8 acres owned as a part of Arlington Wetlands. Mark Achenbach stated the parcels he was referencing were purchased at the same time CARD purchased the 8 acres for the Wetlands. There was additional discussion about the parcels in question. Andrew stated the District needed to have a formal petition to exhibit and outline the exact parcel I.D. #'s to annex into the District. He stated the Board couldn't vote on it that night, but for the purposes of discussion he asked the Board members if they opposed the idea of annexing in property owned by the District that was contiguous to the District. David Tanzyus stated it made sense that if the property was the District's it should be in the District.
- David Tanzyus asked Terry about his comment about bringing some home owners' who were out of the District into the District and whether it was his intent to bring the homeowners in together with the other properties discussed. Terry stated yes.

OLD BUSINESS:

Terry Wilson presented information about property owned by the District on Tara Lane and referenced an aerial view of the property that was provided to the Board. He stated the view showed 7.95 acres that was parceled out of the 17 acres originally purchased by CARD. He stated if the Board agreed with how the property was parceled out and selling it, the next step was to get an appraisal to set a price. Andrew Carruthers stated the Board needed to go through the process to declare the property as not being wanted by the District, and vote to sell it. He

asked if the Board was at a point to direct District Attorney David Gerber to file the paper work with the court.

- David Gerber asked Terry if Oates stated whether the District had to do a subdivision plat with the City of Collinsville first, prior to transferring the property. Terry stated no, because the property the District was interested in selling was more than 5 acres.
- Mary Ann Bitzer asked about the barn and whether that was something the District wanted to keep. Terry stated he would like to keep it, but because of its location District employees would have to go around the house, and he didn't think the new owner would want that.
- It was clarified that Oates included an easement in the survey.
- Terry stated he primarily wanted to find out if the Board was okay with the way boundary lines outlined for the property to parcel out and sell.
- David Gerber stated the next step was to acquire a 3/5 vote on a resolution, outlining the legal description, etc., which could be done at the next meeting. Andrew stated the resolution would be on the agenda for the next meeting.

Terry Wilson presented information about the property owned by the District on Vivian. He stated there were three solutions for the Board to consider: 1) Put money into the house to get it ready to sell it, 2) Demolish the house or 3) Have the fire department burn the house for training.

- Mary Ann Bitzer asked about removal of any debris if demolished. Terry stated if it were burned, there wouldn't be much left and the District would have to come in and fill in the basement.

Terry stated if the District demolished the house and kept the .8 acres, they could have a potential second access to Willoughby Farm, if wanted. He stated if the house was sold, the District would not have the access. Terry stated if the Board went with the first option, the District would have to spend approximately \$20,000 to \$25,000 to fix the house, in order to sell it. He stated he had 2-3 people look at the house who stated the District might get \$35,000 for the house in an auction. Regarding the option to burn the house, Terry stated the only obstacle with the Fire Department was it would take approximately 90 days to get a permit. However, the house needed to be checked for asbestos anyway, and that process could be completed while waiting for the permit. Additionally, due to scheduling issues, the Fire Department could be available in approximately February of 2013 to burn the house.

- Joan Burke asked about timelines associated with demolition of the house. Terry stated that process could be completed in approximately one month at a cost of \$12,000.
- David Tanzyus asked what the estimated removal was if the house was burned. Terry stated worst case scenario the cost could be approximately \$4,000 to \$5,000.
- Terry described the condition of the house and stated if the house was demolished or burned the District could salvage anything that was worth salvaging. e.g. the furnace, some doors, etc.
- Mark Achenbach asked if the house could be sold as is. Andrew stated if the District looked at the value of the lot and the value of what was on it that if they were looking at a vacant lot the Board wouldn't want to sell it because it provided a point of access to Willoughby. He stated with the house on it he did not have confidence in what the District could get for it, based on the current condition of the house.

David Tanzyus made a motion, seconded by Spike Bryant allowing the Executive Director to explore the Fire Department and the possibilities of removing the building from Vivian property.

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

Regarding Miner's Institute, Andrew Carruthers referenced a draft resolution provided to the Board by Attorney David Gerber, and affirmed with David that the paperwork was getting ready to be filed with the court to get permission from the judge. David stated the hearing was set before the next board meeting, so at the next board meeting the Board would have permission. Andrew asked the Board in regard to the resolution if it could be tabled till the next meeting, because of a conversation he had with a couple members of the Miner's Institute Foundation. He stated because action to be taken regarding Miner's was not on the agenda and the Board did not have permission from the judge to transfer Miner's, he told the individuals no action would be taken that evening. David Tanzyus stated he was okay with tabling it as long as everything was ready and the Board was set to take a vote on the matter at the September meeting. The Board generally agreed to table the Miner's issue till the next meeting.

Regarding the Forensic Audit, Terry Wilson referenced an e-mail he sent to the Board stating that after reviewing bids from several firms he was leaning toward using Hughes & Associates, because they seemed to have a grasp on what the District wanted to do. He stated in the e-mail he asked if the Board had any objections or suggestions, otherwise if the Board approved he was going to call Hughes & Associates the next day. David Gerber stated the Board needed take a vote that included a dollar amount, an approval, etc.

- Joan Burke asked if there was a certain dollar amount that did not need to be approved. It was stated that it wasn't thought a dollar amount needed to be approved because it was for professional services. Andrew Carruthers stated an amount had been approved and it was appropriated in the budget.

A motion was made by David Tanzyus, seconded by Joan Burke instructing the Executive Director to engage CPA Joe Hughes & Associates of Godfrey, IL for the purpose of conducting the audit, not to exceed \$15,000. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

FOR THE GOOD OF THE DISTRICT:

Andrew Carruthers stated in the Board packets revenue and expenses were included for Splash City and Arlington Golf Course, which were updated through the end of July. He noted that the water park was approximately \$200,000 ahead, and the golf course brought in just under \$366,000 with expenses of approximately \$303,000. He stated the numbers looked good and things were going well.

Mary Ann Bitzer stated she noticed in the minutes from the last meeting that Joan Burke complimented Carol Frerker, Willoughby Farm Coordinator, regarding assistance she provided Joan's son with his Eagle Scout project. Mary Ann stated she wanted to duplicate the compliment to Carol for her assistance with her son's project, which he just completed and turned in that day.

OTHER BUSINESS:

A motion was made by Joan Burke, seconded by David Tanzyus that the Commissioners go into Closed Session for the purpose of discussing the sale or purchase of real property. Upon roll being called, those voting AYE were: Carruthers, Tanzyus, Burke, Bryant, Bitzer. None voted NAY. Motion passed.

The board adjourned to CLOSED SESSION at 7:58 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 Andrew Carruthers at 8:16 PM, August 21, 2012 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. Staff present included Executive Director Terry Wilson and Administrative Assistant Susan Zaber. Attorney David Gerber was also present.

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

The meeting stood adjourned at 8:17 PM.

Respectfully submitted,

9/18/12
Date

Susan Zaber
Susan Zaber, Recording Secretary