



**Clark County Park District  
Regular Board Meeting  
Thursday, September 20, 2018  
6:00 p.m.**

- 1. Call To Order**
  - a. Commissioner Blankenship called the meeting to order at 6:00 p.m.
- 2. Roll Call**
  - a. Commissioners in attendance were Joey Ewing, Don Pine, Lisa Thomas, Roy Sweet, Steve Turpin, and Randy Blankenship. Also, in attendance were Executive Director Jeff Tippett and Office Manager Danielle Kiger. Absent was Jeff Wallace
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
  - a. Pine motioned to approve the agenda. Thomas second. 6 ayes, 0 nays. Motion carried.
- 5. Approval of Minutes**
  - a. Special Board Meeting Minutes 7-24-18
    - i. Thomas motioned to approve the Special Board Meeting Minutes dated 7-24-18. Pine second. 6 ayes, 0 nays. Motion carried.
  - b. Regular Monthly Board Meeting Minutes 8-16-18
    - i. Sweet motioned to approve the Regular Monthly Board Meeting Minutes dated 8-16-18. Ewing second. 6 ayes, 0 nays. Motion carried.
- 6. Public Comment**
  - a. Kym Tracy wanted to thank the Ogle's for the Camper Appreciation Dinner. They provided the meat as well as cooked some other items as well. She felt that it was a really nice thing for them to do and there was a good turnout. She commented that she is disappointed that when they have a get together like that, the Board members don't come out to meet the campers and get to know each other. She stated that she would like to see more of a relationship between the Board and the campers. She feels like they are on opposing sides. She commented that she is impressed with the new road. She mentioned that there has been some problems with some 30 amp breakers in the park.
- 7. Director's Report**
  - a. Tippett began his summary by stating that the drainage in A Section is in, they seeded and laid straw today. He stated that they have taken care of three trees that were down. NRCS dam evaluation is near completion and will be returned, but come to find out it hasn't been returned since 2012. He stated that we purchased a 2005 Dodge Big Horn which completes our purchases of replacement vehicles from this appropriation. Tippett commented that he and Deke met with Bolin Tank Installation personnel and they have ordered the new 2500 gallon tank. They are going to fill out the paperwork and do the drawing



for us and submit it to the State Fire Marshall for us. Tippett also commented that he has the attorney working on a universal lease that will work for the campground, cabins, docks, etc. with the exception on the Lake Dock Leases.

- b. Pine inquired about an additional item on the Director's report concerning Grants. Tippett explained that Marsi, the park secretary, has completed a grant writing class. He explained the OSLAD Grant which can be used for a variety of projects within the park and that it is due on October 1 of each year. We would not have time to complete it this year, but we are going to shoot for next year. It would involve the Board, but he would like to get started on the process.
- c. Pine also inquired about the 250' of rip rap. Tippett explained that we would have been further along, but the boat needs a new starter and it will be put on tomorrow. Turpin inquired as to whether or not Pine-Mattas has received her rip rap, to which Tippett responded, not yet. Turpin also inquired on the status of the Heighton dock, to which Tippett responded that his dock location had been moved and that he walked the area with Mr. Heighton and it is going to be nice.
- d. Pine also inquired about the next PDRMA visit and what that would mean for us. Tippett explained that he thinks we will still be on probation. He explained that both the administration and maintenance scores are up, but our goal is to get both scores above 84% so that they will not come back for 4 years. However we can get both scores above 80%, they will not come back for a year. The administrative score is due to some policies that are under construction, when in reality, these policies are already in place. We have started 10 minute safety talks and the staff is watching safety videos. We also had a car lift inspection.

## **8. Discussion of Financials**

- a. Pine stated that they had a rather lengthy finance meeting. He commented that while the public is there, he would like to give kudos to Tippett and the staff for where we are at this year and looking back a year ago at how much they have improved with the budget. He stated that they are on target.
- b. Turpin inquired as to what was included in the miscellaneous income. Kiger responded that a large amount of that was for the lease of the rock boat. He suggested that Kiger present a summary of Miscellaneous Income next month.
- c. Turpin also inquired about the income year to date from April to August is \$683,000 and last year it was \$731,000, we are down roughly \$48,000 from last year. He asked if this was an accrual accounting change or is it an actual decrease. Thomas responded that we are truly down due to property taxes. Last year we had received them by this time, and we have not received them yet this year. He stated that he was just checking to make sure it was a fair comparison. He also asked about the comparison of income from the rental docks and why there was such a big increase this year. Thomas stated that it was a transferring issue and that the auditors will be making that adjustment.

## **9. Payment of Bills**



- a. Sweet motioned to pay the bills with the exception of the Marshall Pool. Thomas second. Pine aye, Thomas aye, Sweet aye, Turpin aye, Blankenship aye, Ewing aye. 0 nays. Motion carried.

## 10. Old Business

- a. Discussion and Vote waive erosion fee on sanctioned tournament that has been scheduled
  - i. Tippett commented that each bass club has to register with the state for a tournament, and both we and the state have to approve them. He is trying to regain some of the tournaments that we have lost and is asking that we waive their erosion fee for that tournament. They will still pay the launch fee, just not the erosion part of the fee. This would make the fees \$8 for In District and \$13 for Out of District.
  - ii. Ewing motioned to waive the erosion fee on sanctioned tournaments that have been scheduled. Turpin second. Thomas nay, Sweet aye, Turpin aye, Blankenship nay, Ewing aye, Pine nay. 3 ayes, 3 nays. Tie vote is a loss.
- b. Discussion and Vote Fishing Boats be charged for under 20ft. no matter the length – Daily Use Only
  - i. Ewing stated that this is another reason why people have stopped boating and fishing with us is that there are a lot of 21' and 22' fishing boats that just do fall over the 20' category who are just fishing and trolling most of the day. He is recommending that we do something here before we lose even more business and recapture the income.
  - ii. Turpin stated that we are down \$10000 on daily launch fees, \$5000 on annual stickers out of district, and down \$2000 on annual stickers in district for a total decrease of \$17,000 year to date from last year. He is saying that the erosion money has to come from somewhere, but maybe we raised it too much. He suggested that we settle for \$15 erosion fee versus \$25.
  - iii. Sweet suggested that we look at the horsepower of the motors instead. It was stated that most motors have the horsepower on the motor as well as on the boat's registration.
  - iv. Ewing recommended that this go back to the Dock Committee Meeting for further discussion and to gather more information.
  - v. This matter has been tabled.
- c. Discussion and Vote adding Payment Gateway to Trails Website
  - i. Tippet explained that Thomas provided us with a Gateway Payment System that would be east to put on our website as a payment portal for Trails which would go directly into whatever account we want it to.
  - ii. Thomas suggested that we look to see if it would work with our current credit card processor.



- iii. It was suggested that we get more information and then bring it back for more discussion.
- iv. This discussion is tabled.
- d. Discussion and Vote on Clark County Highway Department to cold patch main entrance road
  - i. Tippett stated that he spoke with Dallas Richardson and told him that the Board was interested in approximately \$6000 worth of cold patch on the main road. His response was that it would be good for the preservation of the road for a few more years. Dallas stated that he could do it next Tuesday if the Board voted to approve this.
  - ii. Sweet motion to approve spending \$6000 for the Clark County Highway Department to cold patch the road. Turpin second. Sweet aye, Turpin aye, Blankenship aye, Ewing aye, Pine aye, Thomas aye. 0 nays. Motion carried.
- e. Discussion of Recording of Finances Moving Forward
  - i. Kiger stated that this is in regards to the integration of Campground Master and Quickbooks. Kiger explained that during the finance committee meeting, all of the hurdles, big and small, that they have been working through. Thomas has been working her tail off trying to figure out the A/R. We have been working with the auditors who have been questioning Lisa. We have come to a conclusion of a solution that we are hoping to implement. We have noticed that a lot of the changes are happening after we are exporting the information to Quickbooks. We are assuming that it is coming from the gatehouse who right now maintain a manager status which allows them to go back in and change dates, reverse out charges, etc. If that's done after it is exported, that changes all of our numbers. She stated that she reviewed August and there were 9 days that she had to go back and change before she ran the reports so that they would be accurate and match what Campground Master actually said. She said it has been discussed that if they put in the deposit without entering the charges. When the camper checks in, they would then enter the charges, then automatically the deposit applied would then hit. They would not have to change dates which would allow the gatehouse to return to reservation status within Campground Master. Thomas added that this would eliminate a lot of mistakes and without charges, it would give us an accounts receivable number. Doing this should keep us from having to revert to doing things the old way.
  - ii. Thomas has been able to answer a lot of the questions from the auditors' concerns. She commented that the auditors were concerned about having the details that back up the number in the computer. She feels



that according to the Campground Master software that this is the way you are supposed to enter things on an accrual basis.

- iii. Kiger wants the accountant to be brought “up to speed.” She stated she and Thomas are going to do the manual. Thomas explained that there will be a very detailed manual, that will hopefully take in every contingency, so it will not only be beneficial for Kiger, but also anyone else who takes her position or whoever may fill in if she’s sick. They will know what to do. There will also be a detailed manual for the gatehouse that details their process in what and how to record.

## **11. New Business**

- a. Discussion and Vote Additional Hiking and Biking Trail
  - i. Tippett commented that the Trails Coalition came to them asking if they could put in an additional walking trail in addition to the one they just put in. It would make it longer, approximately 3 miles in length. It would be a beginner course for more of a general ride,
  - ii. Thomas made a motion to allow the Trails Coalition to create additional hiking and biking trails as laid out on the map. Motion died.
  - iii. Pine motion to allow the Trails Coalition to create additional hiking and biking trails under the supervision of the Executive Director. Thomas second. 5 ayes, Ewing nay. Motion carried.
- b. Discussion and Vote Electrical Inspector Hired by Park District for Lease Docks
  - i. Ewing stated that this matter was discussed at both the Dock and Finance Committee Meetings. Blankenship thinks that this makes sense as this person would know what is expected and the inspections would be uniform. The estimated cost for this would be \$6500 to \$7000. The issue is that no one wants to sign off on the inspections. This cost would be absorbed by passing it on to the lake lease dock owners. Ewing stated that his recommendation that the park hire somebody. We send out the requirements. We send a follow up letter with that the requirements are going to be met by next year and that now the park will send an inspector out to make sure that all of the electrical requirements are satisfied.
  - ii. Ewing motioned for an electrical inspector be hired by the district for lease docks. Thomas second. 6 ayes, 0 nays.
- c. Discussion and Vote to Remove the Buoys Specific Location Throughout the Lake
  - i. It was discussed that Conservation Officer as well as PDRMA recommended that the buoys stay, but make it more identifiable.
  - ii. It was discussed that the buoys read “idle zone only” or change our policy as there is no swimming in a “no wake” zone.
  - iii. Ewing commented that he would like to remove the buoys and put signage to the edge of the banks to eliminate that hazard in the middle of the water. That seems to be the issue, it’s not that it’s a “no wake” zone,



it's just that the buoys are in the way for the skiers. If we post the signage on the edge of the water, that eliminates the problem. He would recommend that the signage read "idle zone only."

- iv. Thomas made the motion to remove the buoys in Guyer's Cove and Party Cove. Ewing second. 4 ayes, Sweet nay, Pine nay. Motion carried.
- v. It was suggested to add the addition of signage to the Dock Committee Meeting Agenda for next month.

## **12. Committee Meeting Reports**

- a. Campers
  - i. None
- b. Community Parks
  - i. None
- c. Dock
  - i. 09-11-18
    - 1. Ewing commented that this meeting was covered this evening with the electrical inspection and buoys.
- d. Finance
  - i. 09-17-18
    - 1. Pine stated that this meeting was covered during the Board meeting.
- e. Fishing
  - i. None
- f. Master Plan
  - i. None
- g. Policy
  - i. None
- h. Trails
  - i. 09-06-18
    - 1. Blankenship commented that they discussed the new trail and how the Hammer 100 turned out.

## **13. Executive Session 5ILCS 120/2 C-1, C-3, C-11, C-21**

- a. Thomas motioned to go into Executive Session under 5ILVS 120/2 C-21 for the purpose of the discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval of this body of the minutes of semi-annual review of the minutes as mandated by Section 2.06, to discuss whether to approve or not approve closed session meeting minutes. Ewing second. Turpin aye, Blankenship aye, Ewing aye, Pine aye, Thomas aye, Sweet nay. Motion carried.
- b. Thomas motioned to adjourn executive session if minutes are approved in executive session recordings of executive session within 18 months of this



recording can be destroyed. Turpin second. All aye, Thomas opposed. Motion Carried

**14. Vote to approve/not approve; Open/Close Regular Board Meeting Executive Session Minutes 08-16-18**

- a. Ewing motioned to Open Regular Board Meeting Executive Session Minutes dated 08-16-18. Thomas second. Blankenship aye, Ewing aye, Pine aye, Thomas aye, Sweet aye, Turpin aye. Motion carried.

**15. Adjourn**

- a. Ewing motioned to adjourn the meeting. Thomas second. 6 ayes, 0 nays. Motion carried.
- b. Meeting was adjourned at 7:34 p.m.