



**Clark County Park District
Regular Monthly Board Meeting
February 18, 2021
6:00 p.m.**

1. Call To Order

- a. Commissioner Richards called the meeting to order at 6:00 p.m.

2. Roll Call

- a. Commissioners in attendance were Joey Ewing, Roy Sweet, Jeff Trefz, Jeff Wallace, John Richards and Jana Williamson via phone. Also in attendance was Executive Director Jeff Tippett and Office Manager Danielle Brown.

3. Pledge of Allegiance

4. Approval of Agenda

- a. Ewing motioned to approve the agenda. Sweet second. 7 ayes, 0 nays. Motion carried.

5. Approval Minutes

- a. Regular Monthly Board Meeting Minutes – 1/21/21
 - i. Williamson motioned to approve the Regular Monthly Board Meeting Minutes dated 1/21/21. Trefz second. 6 ayes, 0 nays. Motion carried.

6. Public Comment

- a. Allen Walters commented that they had talked about that fence back there a couple of years ago, is it still on the agenda to pull that out. Tippett stated that Haws just walked that right before they got all that snow and told Tippett that they forgot about it and they need to get it out. Walters asked what time frame works better for them, after snow season or what works better for them. Tippett commented probably after all of this goes away. He will have Haws call him tomorrow.

7. Director's Report

- a. Tippett stated that we received our bathroom and it has been installed at the OHV Trails. The only problem arising with the bathroom is after they set it down on the ground we went inside and there were no heaters in the bathroom which we had ordered when we ordered the bathroom. I contacted Central States who won the bid for the bathroom and notified them. They said they would take a look at it and they have not gotten back to me yet. We don't have any electric or any water running in it as of yet. We are still waiting on Enerstar to the drop and all the rest of it. We are still waiting on payment from the OHV and OSLAD. Weekly we call or email and they tell same thing every time it's in the works, standby. That's about it unless you have questions.
- b. Wallace asked how much is that money outstanding from OHV, pretty substantial to which Brown responded that it is pretty substantial, we have sent



in 3 quarters so far. Trefz asked if this is due to COVID to which Tippett responded yeah it's been processed, it's been approved, and went to whoever writes the check and it hasn't come out but it doesn't say why.

- c. Ewing asked have we heard back from the attorney yet on the easement to which Tippett responded no we have not. As I said I think at the campers meeting I had contacted him the Monday before he said sorry I am all over it but I have heard from him since. So this month he will contact him again or I'll just go straight to Geiler and find out what's going on with this, it's been a long time.
- d. Ewing commented I noticed on the Director's report timber is not on there have we heard back from him to which Tippett responded that he did. That was today Wagoner called me or emailed me from Atlanta because I asked the question that you asked me to ask. It will be \$150 if he does a survey and writes it all up, if we choose at that point not to do timber we would owe him \$150. Ewing commented so we got a dollar amount to base it off of. Richards asked, in that would that have to go to a vote in order to spend that or could you do that out of discretion at your discretion to which Tippett responded yeah.

8. Payment of Bills Discussion and Vote

- a. Ewing clarified that the penciled in number is the amount of the bills to be paid to which Brown responded yes, its \$15,040.53. The reason why it went up \$16.00 is because if you look at the line of the Illinois State Police we have a credit of \$16.00 that still hasn't been applied to an invoice.
- b. Ewing motioned to pay the bills. Wallace second. Ewing aye, Sweet aye, Trefz aye, Wallace aye, Richards aye, Williamson aye. 0 nays. Motion carried.

9. Old Business

- a. Discussion and Vote Purchase of Pipe and Accessories of Water Control A Section
 - i. Tippett commented it's \$5000 for the pipe and the accessories to put that drainage in is \$5390.00. He would like for that to go forward. Right now he put that money in contingency if the Board agrees. We can eventually put that into Grounds but I want to buy some rock and that's where I save the money for grounds so he can buy a bunch of rock. Ewing commented so we do have enough in contingency and that will cover this. Tippett stated that we do. If we take this bill and the other bill that you saw in there from the Clark County Highway Department for the installation of those two pipes and some rock. One of the bills from the highway Department we would still have \$2000 left at the turn in contingency approximately. Ewing stated that these two bills from the Highway Department, they they're not on the agenda. Tippett responded that he just got them, he just wanted them to see them, that's all. Ewing commented that the Wholesale Drainage one is what's on the agenda for tonight, the \$5000 for the piping, is that putting it in to which Tippet responded that is us putting it in.



- ii. Ewing commented that well we did the survey work we got to do it we know we have an issue there. Ewing motioned to purchase the piping and drainage accessories in the amount of \$5390.51 Tippet commented that it is \$507.86 they've added sales tax and that will come off. Ewing stated the corrected the amount to \$5037.86. Trefz second. Sweet aye, Trefz aye, Wallace aye, Richards aye, Williamson aye, Ewing aye. 0 nays. Motion carried.
- iii. Ewing stated that at least on all that matter if we have the components here weather permitting we could start on that you know as long as we had the equipment here so we could start on that maybe sooner than later I hope so if we had the least we had everything here they did everything up and then wait a week on components so we need that here ahead of time so to which Tippet responded as soon as it dries up.
- b. Discussion and Vote Installation of water control A section
 - i. Tippet commented that this and the above item go hand in hand. Richards asked if they need a motion for the park to do that work to which Tippet responded yes.
 - ii. Ewing motioned to do the install the water control in A section. Trefz second. 6 ayes, 0 nays. Motion carried.

10. New Business

- a. Discussion and Vote Audit Firm
 - i. Tippet stated that he went out and asked three different audit firms including Sackrider to quote the annual audit that we do and you have that piece of paper in your back of your packet how the quotes came in. Illinois NFP Audit and Tax, LLP came in at \$9500 with a 3 year contract. Lauderbach and Amen, LLP, that's out of Naperville, came in at \$9800, second year would be \$10,100, third year for \$10,400 and 4th year at \$10,700. Sackrider and Company came in at \$12,400, although their official letter they sent me said \$13,000, Ben Leuken called and they lowered it to \$12,400 for the next three years '21, '22 and '23. Myself and Danielle have gone through the audit firms, each one they all do the same thing. It's all governed by best accounting practices and the government. I gave them to Ben and asked him to review and I never heard back from Ben on that request. The Illinois NFP 6 or 8 Park Districts that they do. They are very familiar with it. Lauderbach and Amen, LLP had 65 park districts that they do. Everyone appears to be qualified.
 - ii. Wallace commented that he thinks they are obligated to take the lowest quote.
 - iii. Richards asked if there was any benefit to using a more local company to which Tippet responded no.



- iv. Williamson asked if there are any expenses that are not included in those quotes as far as travel, lodging to which Tippett responded not that he is aware of. Williamson clarified so that would be an addition to which Tippett responded that he doesn't know that it would be an addition or not, it's not in their specs. In each little booklet that the audit firms sent us, they do not have a travel expense per se written in it at all. Williamson asked if it was in our specs to which Tippett responded no. Williamson commented that she is going to say that it could make a difference. She is not saying it would be the same as Sackrider but she does think that they will be responsible.
- v. Sweet asked on the vote that they are going to take, will it be for the years 2021, 2022, and 2023 to which Tippett responded that those are the package prices.
- vi. Richards commented if you look at it from the 3 year package prices, Illinois NFP is \$28,500 for a three year cost, Lauderbach and Amen is \$30,300, and Sackrider is \$37,200. You are looking at a pretty significant difference between the highest and lowest bid, \$3,000 annually.
- vii. Williamson asked how many times does an auditor come to the park, at least twice to which Tippett responded usually twice, to do the initial and then they come back to do the test. Williamson commented that she is thinking about the days they are there and what type of audit they will be taking. They also can get into a physical audit. She is just curious, there is a difference there and she is still questioning other expenses that may be charged to the park that they are not seeing at this time. Richards asked if she is talking about a per diem or travel expense to which Williamson responded yes. Ewing commented that they didn't specify anything when you reached out to them in their packet, the three years really didn't have anything to do with it. Tippett commented that none of the three expressed and travel expense or overnight expenses. Williamson clarified that it also wasn't in the specs that we sent to which Tippett responded that is correct. Williamson stated that is her comment, you may have some expenses that would add up and you make a couple of trips a year. She doesn't know that it would add up to the \$3,000 or not but we would incur additional expenses.
- viii. Sweet commented that it is like Wallace said earlier, unless you want to table it and do a little more investigation, they are required, they call it their fiduciary responsibility is what the attorney called it, to take the lowest bid. Unless you can come up with something that is a red flag. Williamson commented that she agrees, she is just thinking of any extra expenses they might have. She doesn't think that they had any from



Sackrider, she has no dog in the fight. She is just looking at any extra costs they may incur from travel and that kind of thing.

ix. Richards asked if this was time sensitive to which Brown responded that they are waiting on this to do the budget, this is the last big thing. Tippet commented that April 1st they pretty much have to go for the audit.

x. Wallace motioned to accept the low bid for Illinois NFP Audit & Tax, LLP in Chicago, IL in the amount of \$9,500 for the years 2021, 2022, and 2023. Sweet second. Trefz aye, Wallace aye, Richards aye, Williamson no, Ewing aye, Sweet aye. 5 ayes, Williamson no. Motion carried.

b. Discussion and Vote Service contracts

- i. Tippet commented that they have that in their packet of the 2020 service contract compared to the 2021 service contract. Please notice that they only had one contract come in for each one of these services and they are basically the same people. There is very little difference, in the right had column you will see the change in the service or monthly charge. He brings it to them as all service contracts, they can vote on them all at once or one at a time, it is up to them. Notice that there is a new contract for tree service. This is an afterhour service if something gets knocked down or we need a tree done or we can't get up as high as we need to in a tree, they have a service they can call and they will come out and do it. They were the only ones who responded to this.
- ii. Wallace asked so for all of the bids that we put out in the newspaper, this is all we got to which Tippet responded yes. Wallace commented that is disappointing.
- iii. Tippet stated that our pest control went down by \$16, other than that they are pretty much the same. There is a little increase in the litigation rate for the attorney and a little increase for the monthly service and the hourly from the accountant.
- iv. Sweet asked about fuel, did we bid that out to which Tippet responded that yes we did. The only one that came in for fuel was Bolin and they are the same as last year. The only thing that they didn't get from Bolin which was probably an oversight was a bid for propane. He is trying to get them a deal which he will explain later under New Business. There is no change with Bolin, it is the same as last year. They base their performance on the OPUS price per gallon with an escalator margin and they are all the same as last year. That means they can only charge what OPUS is charging plus \$.15 or \$.20 per gallon on the 4 fuels that we carry. Sweet clarified that was the only bid to which Tippet responded that it is.



- v. Wallace motioned to accept the service contract for the annual year of 2020-2021 for the accountant, Dimond Financial, the attorney, Meyer Capel, our bait, Kelly's Bait, our HVAC, Mechanical, and Electrical with Central State, our ice, Home City Ice, our pest control, Orkin, our Plumbing, Central State, our port a pots, Snearley and Company, our bulk sewage, Snearley and Company, our trash, Kesler's, and tree service, Tom and Travis Phillips, and park fuel, Bolin. Ewing second.
 - 1. Sweet asked for further discussion. He wants to know about the propane before he votes on it. What's the story on that, he knows they only have one bid. Tippett commented that propane is high right now and Bolin is trying to get it lowered. We are at, he thinks our cap on that is \$1.49 per gallon. If he goes to quote it right now the actual cost is \$1.69 at least it was a couple of days ago. He is waiting for it to go down so he can get us a much better price rather than have to quote that number. That would be the highest they could charge us. Wallace clarified that they could vote on this later to which Tippett responded that we are good until April 1st before they would have to vote on it one way or the other, he just filled everything. Sweet commented that he just wanted some clarity before he voted on it. Richards commented that is another line item on the agenda too. Tippett commented that is the sale of the propane, yes. Ewing clarified that the Bolin bid that they have now is only for the diesel and gasoline consumption and resale, excluding propane for use and resale because that will come in under a different vote or a different contract. Tippett commented yes.
 - 2. Wallace aye, Richards aye, Ewing aye, Sweet aye, Williamson aye, Trefz aye. 0 nays. Motion carried.
- c. Discussion and Vote Farmland Lease
 - i. Tippett commented that there were three bids that came in for the farmland leases.
 - ii. Williamson asked if the farmland was a three year lease to which Tippett responded yes.
 - iii. Tippett commented that there were three Farmland Lease bid. The first was from a Kenneth Hawkins who bid the first year October 31, 2021 a payment of \$7,400, the second year October 31, 2022 a payment of \$7,500, and the third year October 31, 2023 a payment of \$7,600. Kasey Lovell was the next bid. He put in a bid of \$7,481.60 for each year. The third one was from a Daniel D. Thompson pout of Marshall, he put in annual rate of \$9,235.10 for each year. Ewing clarified Thompson's bid.



- iv. Wallace motioned to accept the high bid in the amount of \$9235.10 for each of three years. Williamson second. Williamson aye, Ewing abstained, Sweet aye, Trefz aye, Wallace aye, Richards aye. 5 ayes, Ewing abstained. Motion carried.
- d. Discussion and Vote Hay Contract
 - i. Tippet commented that the hay contract is at 25%, it is Roger Williams who bid it, he was the only one. His question is this, the hay contract is just a one year contract. He asked the Board if they would like to table this one and advertise for a 3 year lease. It was explained to him that with a three year lease, whoever is doing the hay would be more apt to aerate it, feed the hay, and get a better crop out of it. Ewing stated that he thought that they changed the farm ground and the hay to a 3 year lease a few years ago. Williamson commented no, it was just the farm ground. Ewing commented that he thought it was the hay too. Williamson commented that she doesn't think so, it was farm land for 3 but the hay they were bidding out annually. She thinks it is a good idea to put the hay out for a three year. Ewing commented he was under the impression that it already was, he didn't realize it was a year to year contract.
 - ii. Williamson asked if anyone knows the last time that lime was put on any of our land to which the response was no.
 - iii. Richards commented that they are having the discussion and vote on the hay contract now, can they make that a 3 year lease now since they are discussing that now to which Ewing responded that they already sent the hay contracts out for one year and we had one returned. They are either going to have to deny that one and resubmit as a three year. Williamson asked if there was any way that they could give him the option to which Wallace responded not since they advertised it as one year.
 - iv. Tippet asked if they decided on the hay to which Wallace commented that they are probably going to have to table it, he guesses it says discussion and vote on the hay contract. He guesses they can say as far as their discussion and vote they can say they vote to go with the three year contract and put it back out to bid. Richards commented that just like Ewing said, this guy bid on the one year contract, you have to nullify that, you haven't accepted it yet, but he did put in a bid on a one year contract.
 - v. Sweet asked if this was the same guy who had it last year and the year before or was that Morgan to which Tippet responded yes and Morgan had it three years ago. Sweet commented so Roger has had it two years in a row to which Tippet responded yes.



- vi. Richards commented that they can accept this and then at the next meeting put it on there that for the future it would be a three year lease or something along those lines. Ewing commented that it may make it cleaner and easier to which Williamson added yes. Richards commented that he is all about that.
- vii. Wallace motioned to accept the one year hay bid from Roger Williams. Williamson second. Richards aye, Ewing aye, Williamson aye, Sweet aye, Trefz aye, Wallace aye. 0 nays. Motion carried.
- viii. Richards commented that he would like to make the request o the agenda for next month to again discuss and vote the hay contract to extend it to three years.
- e. Discussion and Vote Propane Sale Price
 - i. Tippettt commented that last year Bolin had a Pancake Breakfast and at that pancake breakfast you could buy propane for \$.80/gallon, which is a significant savings. The park did not participate last year but he would like that park to participate this year. They can buy as much as they want but they have to use it by August he believes is how it is going to go. Bob Simmons is supposed to call him in the morning, he is going to try and get him a price. Last year it was \$.80. Right now as it stands, it would take 1700 gallons to go around the park and fill everything as full as they are now. He is going to ask the Board, he has \$700 left in propane, to allow him to spend 2000 gallows worth of propane at a reduced rate. He doesn't know if it will be \$.80 but he does know it won't be \$1.41. Sweet commented that with the fracking shutdown they are literally shutdown to which Tippettt commented that he had been trying all day, he has been trying for 2 weeks to get a price but they are not ready to give it up. Simmons is supposed to talk to Mr. Bolin today to get a price and he has to call him in the morning. Sweet commented that if he gets a price of \$1.70, it is his opinion that it would be prudent to get what you need to fill up the park one time because you never know. They, too, go to Eastern Illinois over in Charleston, they have a get together and they buy theirs ahead of time. He doesn't know where it is going to go this year and he doesn't want the park to end up paying \$4/gallon for propane. If they get it for \$1.69 or \$1.70 now, he knows it is rolling the dice. That is his thought.
 - ii. Richards asked if they can get a dollar amount that they are okay spending like \$2,500 or \$2,000 or something like that. Ewing commented that they only have like \$700 in that line item to which Tippettt responded they would have to move some money from security into that line item. Williamson asked moving what money from where to which Tippettt



responded they would have to move the money from Security to the line item to which Williamson responded okay.

- iii. Wallace commented that they wouldn't have the bill until next meeting anyway, right, to which Tippet commented that he doesn't know when they are going to do it, they are going to do something but he doesn't know what. He thought that he ought to get out in front of this so that we can take advantage of it.
 - iv. Ewing asked what exactly he is asking for here to which Tippet responded that we have 1700 gallons that we need to which Ewing clarified they have room for 1700 gallons, we just don't know the price of it. We have \$700 to play with right now and at \$1/gallon, that is easy math, so is he looking to spend to which Tippet stated a dollar amount up to \$3,000. Wallace commented or does he just want them to give him the approval to buy 1700 gallons to which Ewing added and whatever it is, it is. Tippet commented that they could probably buy an additional 500 gallons and use that by August without any problem at all. Ewing commented that he is with Sweet, do they wait and see what this is going to do, he would hate to buy \$1.80 propane now and in 3 months it is at \$.80, but he doesn't want to give the \$4 either. It could go either way, too. Sweet commented that this is the same conversation that he and his wife had yesterday, what is propane going to cost next winter. Everybody who is using propane is in the same boat right now.
 - v. Ewing asked so do we purchase the 1700 gallons to get us full, will that get us through the winter to which Tippet responded for sure. He did not fill up the for sale propane at the end of the year, that is where 800 or 600 gallons is going but he does think it is something that they should either put a dollar amount or a gallon amount and take advantage if it goes on sale and grab it.
 - vi. Wallace motioned to approve the administrator to spend \$3,000 on propane. Richards second. Ewing aye, Sweet aye, Trefz aye, Wallace aye, Williamson aye, Richards aye. 0 nays. Motion carried.
- f. Discussion and Vote Transfer of Monies between line items
- i. Richards commented that they already discussed transferring money from Security to the Propane budget in the amount of \$3,000 and they also had talked about using money in Contingency to which Tippet commented using money in Contingency to pay for the pipes along with the A section piping that they are purchasing, they don't need to move any money from that. They do need to move \$1,200 administratively for a salary that is going to run over due to some overtime that was incurred. Ewing clarified that he is asking for \$1,200 to which Tippet responded yes. Wallace asked from Contingency to Administrative Assistant to



which Tippet responded from Security to Administrative Assistant and from Security from Propane. Brown clarified that is was \$1,300 they were asking for, it was a little over \$1,200.

- ii. Ewing clarified that the \$1,300 transfer will satisfy both the propane and A section piping and that, right to which Tippet responded that Contingency has enough money to handle the A Section piping, the \$1,300 would be for the Administrative Assistant line. They are going to go over by \$1,300.
- iii. Richards motioned to transfer \$1,300 from Security to Administrative Assistant to cover overtime and for \$3,000 from Security to go to Propane. Wallace second. Sweet aye, Trefz aye, Wallace aye, Richards aye, Williamson aye, Ewing aye. 0 nays. Motion carried.

11. Executive Session 5ILCS 120/2 C-21

- a. Wallace motioned to go into Executive Session per 5ILCS 120/2 C-21 which is the discussion of minutes of meetings lawfully closed under this act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Ewing second. Trefz aye, Wallace aye, Richards aye, Williamson aye, Ewing aye. 0 nays. Motion carried.

12. Vote to Open or Close Executive Session Minutes 1/21/21

- a. Ewing motioned to Open Executive Session Minutes dated 1/21/21. Richards second. 5 ayes, Sweet nay. Motion carried.

13. Vote to Open or keep Closed Executive Session Minutes 1/19/17, 1/31/17, 2/16/17, 6/21/18, 7/19/18, 7/24/18, 2/21/19

- a. Wallace motioned to keep closed the Executive Session Minutes dated 1/19/17, 1/31/17, 2/16/17, 6/21/18, 7/19/18, 7/24/18, and 2/21/19. Ewing second. 6 ayes, 0 nays. Motion carried.

14. Committee reports

- a. Campers - 2/4/21

- i. Ewing commented that campers met and discussed A section that they approved tonight with the drainage issues as the hot topic and they looked at that tonight. Hopefully they will get that on and get started on that. They also discussed the new camping section behind a, maybe putting a couple of pull through sites in there. Richards commented that they also had a discussion on the timber management to which Ewing elaborated that they discussed that if they do the timber that maybe those funds go to a capital project like the camping sites back there. They have reached out to the forester right now so they will probably see that in the next meeting where those numbers lie.

- b. Lake Management – 2/11/21

- i. Lake Management met in the 11th and they had an ongoing discussion about the zoning efforts around the lake, where to allow building and



where not to allow building around the lake and such. Those discussions are ongoing and they are trying to figure out the best way to continue to do that. They also discussed, a member of the community came in to discuss, the subdivision going in on the Weiland property. They heard from them as to what they have in mind. They don't have a solid plat mapped out just yet so it is hard to say exactly how it is going to turn out. They are going to want docks there. They are trying to figure out the best way to do that, to accommodate docks and also have them work on fixing some of the erosion problems that are existing in those areas. Again, that is all ongoing and hopefully they will have some recommendations after the next committee meeting to take to the board. He would like to change the next committee meeting date to the 9th, which is a Tuesday. He clarified that Tippett would be there to which Tippett responded he will. Richards asked if they could please send out the change of date for that meeting to which Tippett responded they would.

- c. Finance
 - i. None
- d. Policy
 - i. None
 - ii. Wallace did request a Finance meeting to which Tippett responded that they will schedule a Finance Meeting and starting next month he would like to move it inside.
- e. Trails
 - i. None

15. Adjourn

- a. Williamson motioned to adjourn the meeting. Ewing second. 6 ayes, 0 nays. Motion carried.
- b. Meeting was adjourned at 6:53 p.m.