

METRO EAST PARK AND RECREATION DISTRICT
104 United Drive, Collinsville, Illinois
Tuesday, March 8, 2016

I. Call to Order President Hohlt called the meeting to order at 11:00 a.m.

II. Attendance / Establishment of Quorum

Present were: Harold Byers, Madison County
Gene Peters, Madison County
Jerry Kane, Madison County
Barbara Hohlt, St. Clair County
Earl McDowell, St. Clair County in the meeting at 11:09 a.m.

Michael Buehlhorn, Executive Director
Bryan Werner, Planner
Rene' St. Peters, Administrative Assistant

Absent were: Gregory Yank, St. Clair County
John Papa, Attorney

III. Public Discussion and/or Comment No Public Discussion and/or Comment was heard.

IV. Approval of Minutes

Director Peters made a motion, seconded by Director Kane to approve the minutes from the January 12, 2016 regular meeting as presented.

Roll Call Vote

Harold Byers	Aye	Barbara Hohlt	Aye
Jerry Kane	Aye	Earl McDowell	Absent
Gene Peters	Aye	Gregory Yank	Absent

4 Ayes 0 Nays 2 Absent 0 Abstain Motion Carried

V. Consent Agenda

Director Kane made a motion, seconded by Director Peters to approve the consent agenda items a thru e as presented on pages 5-40.

Roll Call Vote

Harold Byers	Aye	Barbara Hohlt	Aye
Jerry Kane	Aye	Earl McDowell	Absent
Gene Peters	Aye	Gregory Yank	Absent

4 Ayes 0 Nays 2 Absent 0 Abstain Motion Carried

Director McDowell entered the meeting at 11:09 a.m.

VI. Finance

a) Director Peters made a motion, seconded by Director Byers to approve the payments and claims for January and February 2016 - MEPRD as presented on pages 41-53.

Roll Call Vote

Harold Byers	Aye	Barbara Hohlt	Aye
Jerry Kane	Aye	Earl McDowell	Abstain
Gene Peters	Aye	Gregory Yank	Absent

4 Ayes 0 Nays 1 Absent 1 Abstain Motion Carried

b) Director Peters made a motion, seconded by Director Byers to approve the payments and claims for January and February 2016 - MMMP as presented on pages 54-56.

Roll Call Vote

Harold Byers	Aye	Barbara Hohlt	Aye
Jerry Kane	Aye	Earl McDowell	Aye
Gene Peters	Aye	Gregory Yank	Absent

5 Ayes 0 Nays 1 Absent 0 Abstain Motion Carried

VII. Executive Director's Staff Report

Executive Director Buehlhorn gave his report and stated that:

- The District has not received verification as of today's meeting of our next installment from the Department of Revenue. There are some changes at Illinois Funds. The District has been asked to resubmit names of authorized signers. Mike and Bryan have been added as maintenance on the account.
- MEPRD and Dietrich Bank have completed a \$1.25 million laddered CD plan ranging from 12 months to 24 months at varying rates, from .80% to 1.35%. All funding has been collateralized with Federal Home Loan Bank funds, as we have with the Bank of Edwardsville.
- He met with the Executive Director of the Collinsville Area Recreation District (CARD). Since his hiring several months ago, they have reviewed their needs in the district. The current grant request to MEPRD, issued in the FY15 Trails and Grants Program rated very low in relation to some mandatory ADA requirements they need to address. They have asked to be relieved of their commitment to the grant, with no penalties. They did make it clear they were aware of our policy of not complying with the scope of the project, and may at some future point, reapply.
- MEPRD has received two letters of engagement: First from Scheffel/Boyle for our 2016 audit in the amount of \$6,250,00 and the second from our accountant firm, Clifton, Larson and Allen for a continuation of our current fees at \$900.00 per month until June 30, 2017. Both of these items are divided between the MEPRD and MMMP budgets.
- The District has received a contract from Focal Pointe for lawn, irrigation and maintenance services at the District offices and MMMP. There are no changes in the pricing again this year and a two year price freeze has been offered. The cost is \$12,872.50 for the district offices and \$25,500.00 for the park.

- The staff is still receiving grant inquiries from several communities. Questions regarding State grants are affecting almost every community's decisions with their new budgets being discussed and we still have a State budget impasse.
- He met with Bill Baudendistel on the acquisition reimbursement for the Scott-Troy Trail. It has been recommended that we submit the request before May 31, 2016. Payout will be made when funds become available.
- The lighting project at MMMP has been completed and paid. The St. Clair County Grants Commission has reimbursed the District the \$30,000 and this project is closed out.
- TWM and St. Clair County have finalized a Memorandum of Agreement with the - Terminal Railroad Association regarding the bridge over Front Street for the trail connection. The agreement has been signed by Chairman Kern and TRRA President Mike McCarthy.
- Bi State Development (BSD) and representatives for the East St Louis Race Riot Commission Memorial have reached an agreement on a site for the Memorial and are currently working on a Memorandum of Understanding. It will be presented at the April BSD meeting for board approval.
- The staff has been working on budgets for FY 17.
- The staff has been reviewing two quotations from Homefield Energy, which is the Electric Aggregation contractor for the City of East St. Louis and Liberty Power. There are some distinct differences in the plans and we should make a decision by March 25th, which is the Opt Out date. At either rate, we should notice a savings of about \$300-400 per month at MMMP. Our District offices are not affected due to the co-op we belong to.
- The water cooler in the main hallway developed a leak and the handicapped side needs to be replaced. The estimate for replacement was \$722.00. The project should be completed next week.

Planner Bryan Werner gave his report and discussed:

- That he had visited several parks in southern St. Clair County. These public parks have been added to MEPRD's online maps.
- He also reviewed the items for approval regarding grants and reimbursements under New Business.

VIII. Old Business

Director Jerry Kane mentioned to the board members that he had received a letter from Chairman Dunstan of Madison County. The purpose of the letter was to make sure that the Board members were aware of the Ethics Act and were in compliance with the law. He was surprised to find out that he was the only MEPRD Board Member that received the letter.

IX. New Business

Director Kane made a motion, seconded by Director Peters to approve by omnibus vote Section IX, Items A thru F.

Roll Call Vote

Harold Byers	Aye	Barbara Hohlt	Aye
Jerry Kane	Aye	Earl McDowell	Aye
Gene Peters	Aye	Gregory Yank	Absent

5 Ayes 0 Nays 1 Absent 0 Abstain Motion Carried

a) **Resolution 16-03 Re: Grant Request from the Collinsville Area Recreation District to rescind their approved grant for project: Glidden Park Hockey Rink in the amount of \$11,276.00 that was approved in our FY15 Park and Trail Matching Grant Program.**

b) **Resolution 16-04 Re: Grant Request from the Village of Dupo in the amount of \$190,000.00 for their project titled: Community Park Center.**

c) **Resolution 16-05 Re: Contract with Focal Pointe for lawn mowing, irrigation and maintenance services for the 2016-2017 season. District office amount is \$12,872.50 and the Malcolm W. Martin Memorial Park amount is \$25,000.00**

d) **Reimbursement Request from Edwardsville Township for \$13,754.00 for completed project titled: Edwardsville All Seasons Restroom.**

e) **Engagement letter from Scheffle Boyle that will cover the 2016 auditing services with an amount of \$6,250.00.**

f) **Engagement letter from Clifton Larson, Allen for \$900.00 per month to run thru June 30, 2017.**

g) **Sponsorship Request: Ainad Shriners for \$1,000.00 for their event titled “Ainad Shriner’s 2nd Annual 5K Walk/Run that will be held on Friday June 3, 2016.**

Director Kane made a motion, seconded by Director McDowell to approve the sponsorship request from the Ainad Shriners as presented.

Roll Call Vote

Harold Byers	Aye	Barbara Hohlt	Aye
Jerry Kane	Aye	Earl McDowell	Aye
Gene Peters	Aye	Gregory Yank	Absent

5 Ayes 0 Nays 1 Absent 0 Abstain Motion Carried

h) **Report from Attorney/Engineers.**

No report was given.

X. Adjournment

At 12:00 p.m. President Hohlt asked to adjourn the meeting. A motion was made by Director Peters seconded by Director McDowell to adjourn the meeting. All voted aye on a voice vote and the meeting was adjourned.

**Respectfully Submitted,
Rene’ St. Peters
Administrative Assistant**

Next MEPRD meeting will be held on April 12, 2016 at 11:00 a.m.