

**METRO EAST PARK AND RECREATION DISTRICT**  
104 United Drive, Collinsville, Illinois  
**Tuesday September 13, 2016**

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

**II. Attendance / Establishment of Quorum**

Present were: Harold Byers, Madison County  
Jerry Kane, Madison County  
Gene Peters, Madison County  
Earl McDowell, St. Clair County

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

Absent were: Barbara Hohlt, St. Clair County  
Gregory Yank, St. Clair County

**III. Public Discussion and/or comment** none was heard.

**IV. Approval of Minutes**

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

Roll Call Vote

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

4 Ayes No Nays 2 Absent None Abstain Motion Carried

**V. Consent Agenda**

**Director Byers made a motion, seconded by Director McDowell to approve the consent agenda items a thru e as presented on pages 6-38.**

Roll Call Vote

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

4 Ayes No Nays 2 Absent None Abstain Motion Carried

**VI. Finance**

**a) Director Kane made a motion, seconded by Director Byers to approve the payments and claims for July/August 2016 MEPRD minus the checks #7147, #7188 and #7190 payable to MCT as presented on pages 39-53.**

Roll Call Vote

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

4 Ayes No Nays 2 Absent None Abstain Motion Carried

**Director Byers made a motion, seconded by Director McDowell to approve the checks #7147, #7188 and #7190 payable to MCT as presented on pages 39-53.**

Roll Call Vote

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

3 Ayes No Nays 2 Absent 1 Abstain Motion Carried

**b) Director Byers made a motion, seconded by Director Kane to approve the payments and claims for July/August 2016 MMMP as presented on pages 54-59.**

Roll Call Vote

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

4 Ayes No Nays 2 Absent None Abstain Motion Carried

**VII. Executive Director’s Staff Report**

**Executive Director made his report and discussed the following subjects:**

Since there was no August meeting, the final receipts for the District have been compiled and we had a 1.7% increase in sales tax for FY 16, which is about a \$73,800 increase.

The McKinley Bridge mowing was awarded to Mason Landscaping. Our current contractor chose not to continue on and we asked Mason and Focal Pointe to give us bids. Mason was the lower of the two at \$250.00 per mowing, twice a month during season. In addition they will clean the bridge as required throughout the winter months at \$125.00 per month every other week.

We have received and have paid the IPARKS General Liability policy. The rate was \$2,311.00 less than last year. In addition our workmen’s compensation policy has been switched and we realized a saving of \$220.00 as reported last month.

We have received and forwarded documentation from the Corps of Engineers for our permits on the Scott/Troy Trail. There was a delay in receiving the permit from the IEPA which was their error. We are awaiting the permit, as the comment period is over.

In regards to the Front Street Project, there are some minor issues that need attention, but it is assumed the first phase of the project, north of the Casino Queen will be started in October. The second phase to the park, next October.

There are several related issues that are presented under new business. First, IDOT has required that St. Clair County secure a permanent easement at the corner of Trendley and Front Street. This area is approximately 882 square feet. No curbing will be replaced, it is simply an IDOT width issue.

Also, St. Clair County has requested from all partners, that since they were not eligible for EDP funds from the State, all partners front the funds for the project to allow for a positive cash flow after review of the plans. The District pledged \$500,000 to the project.

The ITEP funding for the East Riverfront Trail from the park to the McKinley Bridge is being reviewed. We have not authorized any engineering services at this time, although we are trying to determine what to have done to keep the project moving without the ITEP grant in hand. A contract for design of the bridge necessary over the TRRA will be brought to the Board at the next meeting. TRRA requires plans to review before they will issue any permits. The contract will be between SCCTD and the District with TWM being the engineer.

The July 13 storm did some damage at the park. One of the generators was apparently damaged due to a lightning strike in the vicinity. All three of the computer cards were shorted out at an estimated cost of \$9,900. In addition, one of the LED lights was broken and has a replacement cost of \$4,500.00. And finally a tree had fallen on the fencing in the back of the lake and damaged the fencing and posts. The estimate was \$9,984.00. While the LED lights and generator have been repaired, we are still working on the fencing solution. We have filed a claim with IPARKS.

Attended the dedication of the new Splash Pad in Edwardsville. MEPRD was prominently recognized by Mayor Patton and others in attendance.

The video from Malcolm Martin Memorial Park that was created by Bryan Werner of the event had well over 800,000 views. It was later determined to be a drone from additional footage.

Planner Bryan Werner gave an update on the Park Directory and new outdoor retailers business directory. He also discussed the annual audit that was being done as well as the quarterly reports for all projects that have been sent out. A description of new projects to be considered by the Board was then presented.

**VIII. Old Business**      No old business to discuss

**IX. New Business**

**Director Kane made a motion, seconded by Director Byers to approve by omnibus vote Section IX, Items A-G.**

Roll Call Vote

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

4 Ayes   No Nays   2 Absent   None Abstain   Motion Carried

- a) **Reimbursement request from the Village of Shiloh for \$20,393.45 for their completed project titled: “ADA Improvements at Yorktown Community Center”.**
- b) **Sponsorship request from the Village of Millstadt for \$1,425.00 for their Sunday September 18, 2016 event “29<sup>th</sup> Annual Millstadt Parks Biathlon”.**
- c) **Sponsorship request from the Epilepsy Foundation of Greater Southern Illinois for \$1,000.00 for their Saturday September 10, 2016 event “Sharon’s Ride, Run, Walk”**
- d) **Sponsorship request from SIUE Alumni Association for \$1,000.00 for their Saturday October 1, 2016 event “SIUE Cougars Unleashed Homecoming Run”.**
- e) **Resolution 16-20: Amending a Memorandum of Understanding with St. Clair County.**
- f) **Resolution 16-21: Granting a permanent easement of Front Street at Malcolm W. Martin Memorial Park.**
- g) **Resolution 16-22; FY17 Grant Request from the Village of Millstadt for \$15,000.00 for their project titled. “Park Safety Lighting Enhancement”**
- h) **Report of Engineers/Attorney Nothing was discussed.**

**X. Adjournment**

**At 11:58 a.m. President Peters asked to adjourn the meeting. A motion was made by Director Byers seconded by Director Kane to adjourn 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 October 11, 2016 at 11:00 a.m.**