



**Clark County Park District
Regular Monthly Board Meeting
January 16, 2020
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 Jeff Wallace, Randy Blankenship, Joey Ewing, Roy Sweet, Jeff Trefz, and John Richards.
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
 - a. Ewing motioned to approve the agenda. Sweet Second. 6 ayes, 0 nays. Motion carried.
- 5. Approval of Minutes**
 - a. Regular Monthly Board Meeting Minutes 12/19/19
 - i. Wallace asked for a correction on page 11, line 6 in reference to a statement he made. "We take out a dollar amount and that the assessed value of the park keeps going up," he doesn't know if he actually said the assessed value of the park, but it is the assessed value of the district.
 - ii. Wallace motioned to approve the Regular Monthly Board Meeting Minutes dated 12/19/19 with the aforementioned change. Blankenship second. 6 ayes, 0 nays. Motion carried.
- 6. Public Comment**
 - a. Randy Welsh inquired as to whether or not some campers still owe for storage to which Tippet responded that they all have paid.
- 7. Director's Report**
 - a. Tippet stated that they attempted to mediate the dump tanks, everything else is self-explanatory. There was a thumb sized hole in the seal, that's a 2 piece tanks, they pour a floor then they put the top on top and they seal it. Along the seam, it had eroded and there was a finger sized hole in it that is what was filling the tank. Jerry Snearly came out, concreted it and patched either side of it and they left it open with all of the rain that we had coming. It filled up with water and it is leaking again. Now it is just farther down, the whole seam is leaking. So, he has a call into Snearly and he hasn't gotten back to him yet as to what he is going to do next. Somebody's got to go look at it again, we know what's wrong with it. They have cleared the dirt away as someone is going to have to look at that side again. He will just have to keep everybody posted as to how that goes. Ewing commented so we are still actively working on that as soon as we find a solution to patch it to which Tippet responded yes. Blankenship



commented that now it is all clean water leaking out right to which Tippett responded that it is all gray water and it is coming in, water with just dirt.

- b. Tippett commented that he had to close the lake because the water was about a foot over on the lake. It was pretty high and it had sank. It was over 5 docks. They put a boat in and looked around the lake to make sure there wasn't anything floating around and nobody needed any big help with it. It has since went down and now they are down to a no wake zone. Everything is fine. Ewing asked about our docks to which Tippett stated they are fine.
- c. Wallace commented that Tippett said that he had moved the houseboat around to which Tippett stated that he did. He commented that when they came back in they went around there and grabbed that houseboat that has got to come out and moved it around to the loading ramp. That way he can just back up and pull it out and get it out of here. Wallace asked if he had any idea when he was planning on coming out to get it done to which Tippett commented that we have text the guy who is going to take it out twice. He had a liability concern, if something happened would he be liable for it. Tippett commented that he told them to come in and sign a volunteer waiver so that the park becomes liable for it. We can't get ahold of the owner, he is supposedly very sick. Tippett commented that if need be he would write a letter stating that the park is asking them to remove the boat. Ewing clarified that the boat is not in danger of sinking is it, it is fine where it is at, to which Tippett responded that the boat appears fine. Wellum come down and looked at it again today and suggested to get it off the lake.
- d. Tippett added that when they were down there working on the cabins they realized the old cabin has to have a new roof so he ordered the steel roof. They are going with a metal roof instead of the asphalt roof that way they never have to mess with it again.

8. Payment of Bills

- a. Wallace motioned to approve the payment of the bills. Sweet second.
- b. Ewing addressed the Bolin bill, the \$6,100, is that for the fuel tank and everything to which Tippett responded that was to refill all of our tanks, park fuel, everything. Ewing clarified so everything will be full to which Tippett responded that the park use of course is not full now, but when the season starts, the fuel dock will be full.
- c. Wallace aye, Blankenship aye, Ewing aye, Sweet aye, Trefz aye, Richards aye. 0 nays. Motion carried.

9. Old Business

- a. None

10. New Business

- a. Discussion and Vote Addition of FMLA to Personnel Policy



- i. Blankenship clarified that it is the standard thing for Federal to which Tippet commented yes and they are adding it to the policy so it is there in the open and they know what to do. Blankenship clarified there are no changes to which Tippet responded that the only thing that they took out of it was the COBRA insurance because we don't offer insurance so therefore we don't offer COBRA.
 - ii. Sweet motioned to add the Family Medical Leave of Absence to policy. Blankenship second. 6 ayes, 0 nays. Motion carried.
- b. Discussion and Vote to Rebuild Nature Pavilion to Nature Cabin
 - i. Tippet commented that we have the Nature Shelter out by Beuchler and Shawler and it is never used, so they went in there and took a hard look at it and they want to make a cabin out of it. It will be a really nice cabin. There is water only a couple of hundred feet away, they can run some 2" right up to it. Electric is just on the other side of the transformer on the other side, have Enerstar tap that, we have the wires and everything to put in there. They figured it would be around about \$20,000 to rebuild that, make it a cabin, and make it a revenue stream. If you go down there an look, it looks out over the lake, it would be something that gets used quite a bit.
 - ii. Blankenship asked what this cabin would rent for to which Tippet responded that they could set the rent to whatever they want between \$110 and \$130. Ball park it would take about 3 years to pay off.
 - iii. Richards asked what kind of foundation is there to which Tippet responded a 6" foundation, 6x6 poles in it that hold up the roof and would be more than enough for a cabin. Richards commented that they ran the numbers it is cheaper to retrofit the shelter into a cabin than it is to purchase a new one. Tippet commented that he went there because it is a wasted building.
 - iv. Tippet commented that he called Steve McKillop and he came in and gave him an estimate for a septic right at about \$4,800. He was going to go with the vault but by the time you put the septic in, the vault cost too much money in the long run.
 - v. Tippet stated that they did some preliminary on the interior and exterior for right around \$12,500 plus the septic system. He is sure there are going to be some odds and ends but he is confident that they can get it done for \$20,000. Wallace commented that this is just for the building itself, they are going to have to budget more money for the appliances and stuff to which Tippet responded that it does include the appliances, the only thing that they might need money for is the furnishings. He is probably going to want to blow in insulation on the top, but everything looks good up in the attic as far as they could tell.



- vi. Wallace asked if Tippett knows if there are any stipulations to this as this was a grant project, are there any ramifications to doing this. Tippett responded that the grant was for back in 2000 so it is 20 years old.
- vii. Sweet asked if the septic was one of the aerated systems to which Tippett responded that it is. He is getting this through Rex Vault and they have a maintenance plan for \$180/year and they come out and service it twice a year. They take care of the motor. The inside pump goes out, they pull out the motor and put in a new one, you are back in service.
- viii. Blankenship asked if this is enough that they have to do three like quotes to which Tippett responded that they do and he will be sure to attempt to get three. Blankenship commented that he is sure that Snearly would like to bid on this.
- ix. Ewing commented that with this being so close to the lake, is that the perp test required or is that something that we need to look into to which Tippett responded that it is taken care of. The quote that he received today it is all taken care of. He didn't accept it or deny it, and now he will take it to Snearly. They are about the only two right now. Blankenship asked if Hendrix does that?
- x. Wallace asked Tippett if he had plans on giving them access to the lake to which Tippett responded that they have preliminaries to bring one of the docks off the C Dock, slide it around there so they will have access to the lake. Wallace stated that he would like to see something done with it because as a nature center, it didn't get much use. Blankenship commented that he went back there once but the plastic was broke out of it. Wallace commented that he guesses the only thing is that they were approached by someone for three cabins at \$30,000, he still doesn't know if that is still kosher or not. Tippett commented that they are still for sale and Blankenship commented that one of them is finished and working, but the others are not.
- xi. Sweet asked where the money come from to which Tippett responded that when we amend the budget, they move the moneys around that they already had and put it into infrastructure. Blankenship commented and they are still \$5,000 in the positive. Ewing clarified that even if they allow this \$20,000 for the cabin they are still \$5,000 ahead to which Tippett responded yes.
- xii. Tippett commented that he may have to come back and ask for a little more at the end, \$20,000 is really close. Wallace commented he could address that in the next budget because by the time, are you going to try to get it out of this budget to which Tippett responded well we got the roof thrown at us so we have the roof, then the fence around the fuel dock, then they will start putting in the new pads for the new docks, then



in March it will be everything campground. He would like to get into in March if he is allowed.

- xiii. Ewing commented that they could market this as a multi-family cabin, two bedrooms right? Tippett responded two bedrooms and a pull out couch, it's 20' x 40'. Blankenship commented so the price might be a little higher to which Ewing added where that cabin is at, it already has a basketball court, it already has a playground, it's excluded all by itself. He doesn't know if there is enough room for two families or is it just for 4 people? Tippett commented that by the time they are done it will sleep 6. Ewing commented that something that big needs to be marketed as sleeping 6-8 people, weekender. Tippett stated that he thinks that they will get 6 people in there no problem, they might get 8 people in there if they put bunks in one of them. Blankenship commented that they should price it a little more.
- xiv. Richards commented that once they get close to completion and decide whether you put bunks in it or not will play a role in how you market it whether it's a weekender or a romantic getaway. Tippett commented that they built the bunk beds for new ground, he couldn't stand the twin beds so he had them build bunks for that.
- xv. Ewing motioned to approve the rebuild of the nature shelter into a cabin for \$20,000 at this time. Trefz second. Blankenship aye, Ewing aye, Sweet aye, Trefz aye, Richards aye, Wallace aye. 0 nays. Motion carried.
- c. Discussion and Vote Amended Budget 2019-2020
 - i. Wallace asked what the positive number was again to which Kiger responded \$5,751.05. Wallace then asked if he could think of anything else he might need to which Tippett stated they are good.
 - ii. Wallace stated that once again he appreciates greatly the efforts of the staff and the Board to get us to where we are to get us to a positive budget year, to get us to a positive \$5,751 with over \$1 million in the back.
 - iii. Wallace motioned to approve the amended budget ending in a balance of \$5,751. Ewing second. Ewing aye, Sweet aye, Trefz aye, Richards aye, Wallace aye, Blankenship aye. 0 nays. Motion carried
- d. Discussion and Vote OHV Daily Spending Limit
 - i. Tippett stated that he is bringing this to them because he has a \$4,000 daily spending limit. He is going to have the park running and the OHV running, to be able to order for both of them and maybe in the same day, he is asking if he sticks with the budget for the OHV, let's say he wants to order \$5,000 in stone, he is just going to order it all at once. If he has to order anything for the park, well he will be over. He is asking for that spending limit to be raised for the OHV only, not the park.



- ii. Ewing clarified that this is for the grant itself, not the park, because right now he is saddled with the spending limit for the park to which Tippet responded yes. Blankenship commented so if you buy rock for here, you can't do anything over there. Wallace asked if this was only for rock. Tippet responded no, there's a bathroom, there's piping. They had already given him permission for the equipment. Blankenship clarified that the bathroom was going to come as one piece correct to which Tippet responded yes, they will just pick it up with a crane and set it on the foundation. Blankenship asked if that is cheaper than a built one to which Tippet responded probably not but we are dealing with a grant and they want the whole package.
- iii. Ewing asked so if they leave the \$4,000 for the park alone is there something that they can add for grant expenditures, specific for the grant another \$4,000 so he can still operate under the park, will \$4,000 be enough to which Tippet responded just give him the grant. He can only spend so much, let him work the grant, he cannot go over in it. Blankenship commented that he has a layout of how he is going to do it anyways.
- iv. Wallace motioned to allow the park district administrator to spend up to each budgeted line item for our OHV Grant. Ewing second.
 - 1. Ewing asked for discussion. By doing this it leaves the \$4,000 you have for the park alone, this just frees you to operate the grant exclusive for the OHV. That's not the OSLAD or any other grant, we would have to bring that back to the table for further discussion to which Tippet responded yes.
- v. Ewing aye, Sweet aye, Trefz aye, Richards aye, Wallace aye, Blankenship aye. 0 nays. Motion carried.

11. Committee Reports

- a. Campers
 - i. Ewing stated that they did not meet this month, but will resume in February.
- b. Lake Management 1/09/20
 - i. Richards stated that they talked a little bit about erosion, they talked a little bit about the possibility of a shelter at the entrance of party cove, the OHV trails and how to rip rap around there and to use some of the techniques that Tom Hintz suggested for erosion control around there. Looking into different ways to initiate all of that. He doesn't remember what else they talked about.
 - ii. Tippet stated the electric on the docks. He reached out to the attorney. He has another letter that is going out with the lake dock leases where they we mandated it but they do that on their own. The attorney came



back and added in line 8 of the lease that you must comply with all inspections and requests from the District. They have to do their own inspection, find their own electrician to sign off on it, and send it back. We don't accept any liability for any electrician.

- iii. Ewing commented that he knows that we have already voted on them, the electrical requirements for the docks 2 years ago to which Tippett responded yes. Ewing stated so those requirements are already out there. Tippett commented that yes they go out also with the lease. The letter that accompanies it will say that you have to get your own electrician and get this into us. On the lease that you are signing says that you will comply. Blankenship commented if they don't to which Tippett responded if they don't comply, the attorney says then it goes to court.
- iv. Sweet commented that there was concern for individuals to find an electrician to come out and sign off on that. He has heard from 2 or 3 different individuals had to look several different places. He doesn't know how to remedy that but the lawyer's told us what we need to do.
- v. Ewing commented that in his opinion the only way to remedy that is if we hire one electrician to go around and inspect all of the docks. Blankenship commented that is what we had and it didn't work. Ewing commented that we didn't have an electrician go around and inspect the docks did we to which Tippett responded yes we did. Richards commented that he had tried multiple times to get ahold of him to get him to come out and it never happened. Tippett commented that they had 6 or 8 people who complied. Ewing commented not that you have to get it inspected by this guy, just once you get it satisfied to our requirements, then we send our inspector to make sure he agrees that the requirements are done. Tippett commented that he set the requirements and they have agreed to the requirements that we sent them. So if they send it back signed by another electrician, we are golden.
- vi. Tippett commented that if somewhere down the road we decide to have another inspection, by putting that language into the lease, they have to comply with that also. Even if we get everybody to get their electrical inspection and send it in, we will have to decide if we want to go back and have it done again, or have it done every 5 years. Blankenship asked what if the lessee signs the paper that it is done to which Tippett commented as long as they are an electrician. Ewing commented that is the problem, there are no certified electricians in Illinois to which Tippett commented no there isn't so we don't say licensed electrician, we just say electrician.



- vii. Ewing commented that he thinks this is something that he thinks they should revisit this again and clear the muddy water up before it gets out of hand. He knows a lot of people gripe to him if they have it done and the park's guy doesn't like it, who is wrong. Blankenship commented our guy.
- viii. Tippett commented that as of this year what he is proposing is our guy won't do anything, we won't have a guy on staff to do inspections. We will give you the forms and you make sure that you have an electrician that you deem to do it, he signs off on it, give it back to us, and we are done.
- ix. Wallace commented that he feels this should help us out with PDRMA by having electricians sign off on these lake docks. And secondly, he would wonder if the Lake Dock lessees would do it right or not. If you make any changes, you are supposed to submit a construction request, so he doesn't know if they need to adjust that to where if you make any changes to the electrical you have to redo this process. Tippett commented that it would probably be in our best interest to do that.
- x. Tippett commented that in theory the attorney writes that in theory we own the dock and in theory we can restrict somebody, but she is quite sure we should just go out and do it. We should get a judge to put an injunction on it.
- xi. Blankenship commented that if we own the dock, aren't we responsible if something happens. If somebody gets electrocuted, you can sue Mill Creek Park. Richards commented that this is how it gets fuzzy when you own one of these things, you don't own it, you pay for it, you put it adjacent to your, they also provide all of the insurance. He is glad that he has it and enjoys it, but it gets pretty muddy when you go and try to take it away.
- xii. Sweet commented that he does not agree to take anybody's away, he thinks he learned their lesson with this boat on the lake, we need to protect ourselves. We need to do that. Is there an easy answer, he doesn't think so he thinks they need to search out an electrician. Someone who is willing to do this. He knows a couple that he is willing to call to see if they will help out. He will make a few phone calls tomorrow to try and help out, but we do need to protect ourselves.
- xiii. Richards asked if they are talking about doing this every year to which Tippett responded once you do it you shouldn't have to do it again unless you change something or we decide in 5 years we want it done again. Richards commented that it goes out every year and he has had his done every year.



- xiv. Blankenship asked if their insurance is continuous to which Tippett commented that it has a beginning and end dates and they have Mill Creek on the policy. Blankenship commented he wanted to make sure because everybody has to have insurance before they can bring their boat in here. Tippett explained that they cannot get an annual sticker without proof of insurance on the boat. Blankenship stated it needs to state continuous to which Tippett explained that they cannot unless it is property. You cannot put additionally insured on a boat but you can on the docks. When their insurance comes due or expires we automatically start calling them right away. Usually it is just a premium change, but as far as the boat insurance goes whether it goes on your lease or just come in with your boat you have to show proof of insurance or you don't get it.
- xv. Wallace commented that he thinks that we are being as proactive as we can at this point, until the lawyers get involved, and then you don't know what is going to happen.
- xvi. Richards asked if there is any further discussion on the topics from the lake management meeting to which Wallace responded that he would just like to revisit so that if they have any changes to their electric that they have to redo that to which Tippett added just the verbiage.
- c. Finance – 1/13/20
 - i. Trefz stated that they met on Monday and they went over the Finances briefly and they went over the amended budget. He thinks that everybody was there, they had a good turnout. He thinks that overall it was a good deal for the staff, the Board, and everybody.
- d. Policy – 1/9/20
 - i. Richards stated that the Policy Committee met on 1/9, they went over the FMLA. Tippett added that he sent out the policy and procedures manual to everybody and asked for any questions or comments on it. He asked if he could go through it and condense it all, add some needed policies that are needed, and send it out to the Board so that they can expedite it through. They are going to meet next month so they can see where they are at.
- e. Trails
 - i. Wallace stated that they did not meet because of the holidays. The Polar Bear Dare was cancelled. They will probably meet in February.

12. Executive Session 5ILCS 120/2 C-1, C-3, C-11, C-21

- a. Tippett asked that for this month that they table it, but next month Campers and Trails meet and they come in 15 minutes early and have Executive Session and vote on whether to open or close sessions. They have to do this twice a year and they have one section of minutes that need to be approved or disapproved.



- b. Ewing commented that they will have to call a special board meeting for that. They can't do that on a committee. Wallace commented if you want to call a special board meeting for that night and four of us show up, then they are good. Tippettt asked if they can make it in early that night, it is 6 months in February, and the next Board Meeting is early because of the Public Hearing for the Amended Budget. Richards asked if they could do it now, Ewing asked if he had everything prepared to look at now to which Tippettt responded that he does not.
- c. Tippettt suggested a special board meeting prior to the trails and campers meetings.
- d. Wallace motioned to table Executive Session and the Vote to Approve the Open/Close of Executive Session Minutes. Blankenship second. 6 ayes, 0 nays. Motion carried.

13. Vote to Approve and Open/lose Executive Session Minutes 8/15/19

- a. Tabled

14. Adjourn

- a. Wallace motioned to adjourn the meeting. Sweet second. 6 ayes, 0 nays. Motion carried.
- b. Meeting was adjourned at 6:40 p.m.