



**Clark County Park District
Regular Monthly Board Meeting
March 19, 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 Roy Sweet, Jeff Wallace, Randy Blankenship, Jeff Trefz, and John Richards. Also in attendance were Executive Director Jeff Tippet and Office Manager Danielle Brown.
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
 - a. Blankenship motioned to approve the agenda. Wallace second. 5 ayes, 0 nays. Motion carried.
- 5. Approval of Minutes**
 - a. Special Board Meeting Minutes 2/6/20
 - i. Blankenship motioned to approve the Special Board Meeting Minutes dated 2/6/20. Wallace second. 5 ayes, 0 nays. Motion carried.
 - b. Public Hearing Minutes 2/20/20
 - i. Wallace motioned to approve the Public Hearing Minutes dated 2/20/20. Trefz second. 5 ayes, 0 nays. Motion carried.
 - c. Regular Monthly Board Meeting Minutes 2/20/20
 - i. Wallace motioned to approve the Regular Monthly Board Meeting Minutes dated 2/20/20. Blankenship second. 5 ayes, 0 nays. Motion carried.
- 6. Public comment**
 - a. None
- 7. Director's Report**
 - a. Tippet commented that as they can see they have go the dump station mitigated for the moment anyway. They sandblasted the side of the tank and Steve McKillop came in with a foam system and when the tank was sandblasted it made it coarse and the foam system was able to suck to it. IDPH was happy with that and said let's try it, if it doesn't work, all we did was lose some time and we will move on to Plan B, whatever Plan B is. It is finished and it is backfilled, we backfilled with a bank sand so if anything does leak out it gets trapped in the sand. Blankenship asked what they spent on that to which Tippet responded that he hasn't heard back from Steve, but he did get a bill from Snearly for \$1,500, that's to pump out and the work that he tried to do.
 - b. Tippet commented that they sent out certified letters on the houseboats. We finally got ahold of the owner of the boats. One can go back in the water and



the other one can't, repairs have to be done to the one that can. He is going to send us the title for the bad boat and we will see if we can dispose of it and someone is going to contact him about buying the other boat. So we will get things moving to get them out of there.

- c. Tippet reported that 18 loads of rock went into the campground. That was the total, it is already in and spread and it looks pretty good back there. Sweet asked what was it, $\frac{3}{4}$, roadpack, what did they use to which Tippet responded road pack. He further commented that they also started going over them with the Kubota with the roller on it to pack it in tighter and it seems to be working out pretty good.
- d. Tippet commented that with the office remodel, when they are done, if they all want to go up and take a look. The wall is up, the door is in, there is a security that you have to have a code to get into the back door of the office. It looks pretty good. We have stopped it for right now with everything going on health wise, too many people coming in and out of there. Once we get through all of that we will finish, paint it, finish putting in the flooring, and so on.

8. Discussion of Financials

- a. Brown commented that they had to cancel the Finance Meeting so she is just going to go through and do a quick review of the February finance. As far as income goes, the total income for February was \$6,911.85, the total expenses was \$154,304.42, of that \$115,887 was Capital Expenses, which was mainly for our docks. Total Account balance as of 2/29/20 was \$895,057.63. Total amount of bills to be approved for payment is \$13,522.98. Moving on to the balance sheet. On page 1, Account Receivables, you will notice a negative number, a negative \$1,516.31 and she will go over that in a little bit. Down, a little bit below in liabilities, Advanced Reservations, these have yet to be applied, \$57,057.98. As of right now, we are up into the \$80,000 mark. Profit and Loss for February, a couple of things. On page 1, Property Tax, we received our final check for property taxes. Down a little bit, Bad Debt Expense, we went ahead and wrote off that \$3,050.11, that was approved. Infrastructure under Capital Outlay, \$102,721.96 went to the docks. Lake Erosion Control Project, \$13,166 was for the barge motor and fabric. Page 2, Maintenance Building, \$886.44 is finishing repairs to the cabins and beginning the repairs in the office. Marketing and Advertising for \$534.05, we purchased some key tags that we are planning on using this year for Boat Expos and also utilize those for our cabin keys. And Training and Travel Expense, security personnel went to Chicago for a PDRMA class in safety, and Miscellaneous Expenses is still left over from the Boat Expo. Profit and Loss, year to date comparison, it is basically the same thing that they have gone over the past few months. We are down in boating, cabins, docks, however if you look on page 2 towards the bottom, profit wise from last year we are up \$62,123.67. On page 4, if you look at total expenses you will see that we



spent \$157,000 more than what we spent last year. We have a lot of work that was done. We have salaries, we had more maintenance personnel working for us, we have got a lot of projects done. We spent \$107,000 or more in Capital. Moving on to the profit and loss vs. Actual, the amended budget that the Board Approved was put into place here. We are doing just fine. Total Net Income, page 5, at the very end of our budget, we are at \$169,503.72 is what we have done so far. We budgeted to have a positive \$5,715.05, so far we are \$163,752 over our budget. Moving on to our AP, total AP is \$13,522.98, however, we will bring up the fact that at the last finance meeting that they had in January, it was brought up that Bolin Enterprises, in the amount of \$3,646.58, that was voted to be paid. However, they were questioning the bill and they asked for an itemized list. We did receive the itemized list, however they do not agree with what it states. We tried to make a meeting with them, they just haven't been able to make those times match. They went ahead and voided that check. The bill is obviously still there, but they are asking the Board to not vote to pay that bill quite yet. They would like a couple of questions answered. So, they would like for the Board to approve the bills totaling \$9,876.40. Within the AP Summary, you will notice David Ewing for \$1,000. That is for a bucket for the skid steer. Snearly and Company for \$1,515, that is for the tank at the dump station. Wholesale Drainage Company for \$2,490, that is for the erosion control. Next is the check register and then after that, the AR. The AR is negative \$1,516.31. After we have written off everything that was due to us that was not collectable, we were left with a bunch of credits that are to be applied to their upcoming reservations, or overpayments that are also going to be applied to their upcoming reservations. We do have within our policy that they are allowed to hold a credit for one year. So if you look at the first night, if that credit isn't used towards a reservation within a certain time period, that credit will be written off.

- b. Sweet asked if the money for advanced reservations is being held separately to which Brown responded yes. Sweet asked if that money is being held back separately, it is not being spent is it, the money that we have taken in for advanced reservations to which Brown responded that it does not necessarily have a separate checking account, it is just broken down in our reports for it so we can see that we have this amount of money, but of the money we have in our checking account, so much of that is being held for that. Blankenship commented that it is not being applied to the bills yet is that right to which Brown commented no it is just hanging out in there. Once it gets applied to a certain bill, then it will get cleared out of that reservation account.

9. Payment of Bills

- a. Blankenship motioned to pay the bills in the amount of \$9,876.40. Trefz second. Sweet aye, Richards aye, Trefz aye, Blankenship aye, Wallace aye. 0 nays. Motion carried.



10. Old Business

a. Discussion and Vote Mini Excavator OHV

- i. Tippet commented that he came to them some time ago and asked if he could spend \$40,000 on an excavator for the OHV trails, a used piece of equipment. They had given him permission to spend it on a used piece of equipment and he researched and found out that they could buy a new piece of equipment for less than that money. He went out to bid on it and he got 4 bids back, actually he got 5 bids, he just got one back today so it is disqualified. He got 4 solid bids on it, rather than open all the bids and read them he will, but the one that was the low bid for it was Bobcat out of St. Louis in the amount of \$39,500 even. It is exactly what we wanted in the excavator. It is 25 horsepower, 10 foot dig, 36" bucket, and an 18" bucket. The 36" bucket is a ditch bucket, brand new. The cab has heating and air on it, power displacement, so if you take off power that you aren't digging with, it will idle down for you. It has a bunch of nice features. It is a nice piece of equipment, we have both dug with one in the past and it will do just fine for the park for a long time. Sweet asked if it had tracks or tires to which Tippet responded rubber tracks.
- ii. Sweet asked if this piece of equipment be used to load the barge to which Tippet responded no. Trefz asked if it has the thumb on it to which Tippet responded yes, it has a hydraulic thumb on it. Blankenship commented that you can use it to load the barge, but it wouldn't be very efficient. Sweet asked what they are loading it with now that is efficient to which Blankenship responded the backhoe. Sweet clarified that they are loading it with the backhoe, big rip rap, we are hammering that stuff with the backhoe to which Tippet responded yes. Sweet commented that he wouldn't deem that efficient.
- iii. Tippet commented at \$39,500 even, that they Board would approve that. It would be automatically put in the OHV for reimbursement. Blankenship clarified that is paid for with the OHV to which Tippet responded that is 100% paid for with the OHV. Richards asked if that is reimbursable immediately, you don't have to wait for the quarter to lapse to which Tippet responded yes. Tippet commented that we can send it in, but they are not in the offices right now. We had talked to them about what we were going to do prior to this.
- iv. Blankenship motioned to buy the Bobcat for \$39,500 from Bobcat of St. Louis.
 1. Trefz asked if there were any local bids. Tippet commented that Altofer was \$48,000, Birkey's bid was \$57,000, Cat of Terre Haute was \$58,000, and Kubota was in the \$50,000's too.



2. Wallace second. Richards aye, Trefz aye, Blankenship aye, Wallace aye, Sweet aye. 0 nays. Motion carried.

11. New Business

- a. Discussion Joey O'Rourke
 - i. Richards asked if he was going to be present for the meeting to which Tippet commented that he spoke with him and he had some health issues.
- b. Discussion and Vote the COVID-19 Virus
 - i. Tippet commented that he included in their packet our response to the COVID-19 Virus and what the park has done so far to defend ourselves against this virus. He has included in their packet a letter from Lorna Geiler today, her newsletter. It states that we can close the doors, and our full time employees will be paid the first 80 hours, we would have to pay the employees the first 80 hours if we close the doors. The part time employees would get 2/3 of their average pay is what it amounts to. We have done everything that we have, and it still keeps climbing. The discussion has come up several times of what exactly you should do, so my recommendation for now would be to close the park for two weeks and see where we are at and then open the park back up slowly. There would be no camping or cabins at least until the 1st of May.
 - ii. Wallace asked if they are closing the boat ramp off to which Tippet replied no. Wallace clarified, so they can still fish to which Tippet responded they can fish, they can boat, they can use the trails. They can walk the park they just can't camp and we are not going to rent a cabin to them as the exposure would just be too great. Wallace commented that the OHV trails would be closed to which Tippet responded they would be open. Wallace asked how they would collect their money to which Tippet responded that we wouldn't, just like if someone put their boat in. Tippet commented that he thinks that the state is going to shut down for two weeks anyway, he thinks they are going to shut us down, he has a call in to Bruce Hawkins, he is the IDPH manager for this area if he is going to shut us down and he hasn't answered him yet, but he thinks he is going to. Everything that he has read, and they have read, Lorna has read, and PDRMA sent us their faction of it and what they are saying is that you are not covered by insurance if you shut down your business. If the IDPH shuts you down, you are covered by insurance, but other than that, we are not covered by insurance. We are actually liable to a certain degree. What PDRMA has done, and he put it in their packet, they have issued us a check for just over \$2,000 and some change to help us with this COVID-19 virus if we get shut down.



- iii. Richards asked Tippet to clarify the liability aspect a little more. Tippet stated that if the state shuts us down, if the IDPH comes in and says, this building is shut down, CCPD is shut down, then we can ask PDRMA for financial help. By that time, we have exposed whoever to who they have been exposed to the COVID virus.
- iv. Steve Blair commented that he understands the liability, he continued speaking but it was not clear what he was saying. He further commented that if the park allows the boaters to go out on the water and fish, and they say it is okay for them to come out and go to the trails, he has to ask the question. Are we free and clear as a group of liability, he is a little confused. If you voluntarily open that up to the public but you are not going to take any money? Tippet commented that what they are trying to avoid is any crowds, and keep people to 10 feet. In a boat there are generally 2 people fishing, the trails you are singular or double, things like that. Blair commented that you don't want somebody going out and getting hurt. Richards commented that our liability insurance is not going to lapse. Tippet commented that insurance is just for the COVID-19, because we are going to shut down for two weeks, we should make a claim with our insurance for those two weeks. Richards clarified that our liability insurance doesn't go away, we just can't file a claim with our insurance for money that we lost just because the park isn't open.
- v. Judy Blair asked what is going to happen to the money that they have already paid for April 1st. Tippet commented that they are already into that, we will figure it out and we will advise everybody. If it's a refund, it's a refund, we may credit everyone for next year. Blair commented that she is ok with that, she will just use it to pay her electric bill. Richards commented that this part of the discussion they are having.
- vi. Tippet commented money wise, is that what you want to know, \$11,000 we would lose. Richards asked if that is camping revenue and payroll to which Tippet responded that is not payroll, that is camping revenue and cabin revenue. It is not dailys coming through the door or anything like that. It is what we would have to put our finger on and say for sure this is what is going to be lost. Richards commented that he does not see any way around not renting the cabins. You cannot control how many people are going to be in there, you aren't supposed to have groups of any more than 10, sanitizing it would be difficult. He doesn't see any way around that. He just jotted down a few notes, he didn't think that they needed to make any changes to the dock leases, or anything like that, they could stay the same. Annual boat fees, those could stay the same, he was thinking the same thing, possibly closing the campground until the 1st of May, possibly even later based on public health concerns and regulations



that they cannot foresee. He would like to keep the park open for healthful recreation, because they are all going to need some place to go to get outside that will allow for social distancing, which has been defined by the governor's executive orders as 6 feet, no gatherings over 50 in his decree but he thinks it is more like 10 in the federal. Things like you said, the walking, hiking, riding, being on a boat fishing, OHV use are all things that we need and the park could provide the open space to do such things. It is a valuable thing. The things that we have coming up, obviously the pontoon tour is cancelled, the easter egg hunt is probably off at this time. Tippet added that the clean-up weekend is cancelled, the clean-up luncheon is cancelled.

- vii. Richards stated that is probably the thing that they need to discuss, is how to appropriately credit those who have already paid for camping. He doesn't see anybody else who is too financially impacted by that. Tippet commented that it comes out to about \$307 for the people who have paid for their camping in full, to which Richards clarified, for that 30 day period to which Tippet responded yes. Tippet commented that we can just issue that to them as a credit, if we have to refund that to them than we will. We are bound in that respect. We have worked out to forward the phones, we have talked to the Clarksville Phone, we will forward one line to him, one line to Danielle's, and one to Marsi's. Deke will be coming in on a daily basis just to see about the park to make sure that it is locked up tight. We have a google entry into Danielle's computer and her laptop at home where you have to have a pin to log in that changes daily so she can hookup and she can have Campground Master in front of he should someone want to make an appointment, or make a date later on in the summer. Brown added that she can also print from her office, so even though she cannot receive payment, she can print in the office and then she will have a pile of payments that she would have to process. Richards asked if he would have to make an amendment or anything like that so if DNR is out on the water, they couldn't write a ticket for not having a Mill Creek sticker, to which Tippet responded no. Richards commented so during this time we would get in trouble for that to which Tippet responded no. Tippet added there will not be any fuel sales during that time or any annuals or daily's on the boats. We would suspend all of that.
- viii. Richards asked what the proposed dates that he is looking at to which Tippet responded he does not have any proposed dates, they could make tomorrow the last date if they wanted to. They would like at least a day or two so that they can line things up. Lock it down, line things up,



send people the proper notifications, get it on Facebook, get it on the website, we will start making some phone calls and let people know.

- ix. Wallace asked about the payment from PDRMA, the pros and cons of that. Tippet commented that as far as what he knows from the law, they are making a payment to us so that we cannot sue them for a lack of business later on down the road. It's like being in a car accident and they make an offer to you. Wallace asked when do they have to do that by to which Tippet responded he believes April 13th. Wallace asked if they have to have a vote to accept that money, for a decision like that? He didn't know if the actual administrator could do that. Richards commented that he doesn't know. Tippet commented that it is \$2,000, that's the only reason he was going to accept it, if it was \$10,000 they would have to, it is within his spending limit. Richards commented that he doesn't think it is about the spending limit, he thinks that it is about not having any recourse, it is much like taking a signing bonus. They can lock you into a noncompete, that's how those things work. Wallace asked if this is something that he could ask Lorna about, then have a special meeting with like the 4 of us to which Richards clarified that the date would fall before the next Board Meeting.
- x. Blankenship commented if we have to shut the campground down for 4 months, wouldn't it be silly to take the \$2,000? Tippet commented that you can only file a claim with PDRMA if an agency orders the park shut. Blankenship then stated well why not wait until the agency does, if they don't to which Tippet responded well then he believes that we would be liable if someone were to get the virus here and we know about it, we would be liable at that point. Richards commented that it would be awfully difficult to prove unless we had a large outbreak. The virus is now spreading among the community, not just the people who travel and things like that. It is being spread in the general population at this point. Tippet commented that he has to have his vote in by March 25th.
- xi. Wallace asked if they could go ahead and have him ask Lorna about it and based upon her recommendation decide what to do to which Richards commented that he doesn't think that is a bad way to approach it. There are going to be more cases and it is going to depend on the public health response to that whether they tighten down the freedom of movement, who's open and who's not. How many folks work here to which Tippet commented that it is over 10. Richards commented that he doesn't think they are too liable for shutting down for a couple of weeks, they know what they would potentially lose. If it is mandated, then they could make a claim. Tippet commented that he doesn't know if that is what PDRMA is saying, if an individual agency shuts us down then we could file a claim.



If the Fire Department comes in and shuts us down and we could not do business, then we could go ahead and put in for a claim. You would have to read it, it does make sense.

- xii. Tippet read from the notice, "Although PDRMA provides outbreak expense coverage, it only applies if a public health official closes the facility because of the presence of the contagion that originates at, emanates from, or is discovered at a members operational premise." Richards commented that it would be very difficult to prove under the current circumstances and spreading. Blankenship commented that you may not know that you have it for 14 days to which Richards commented that there is an incubation period and he is getting updates, the criterion for testing now does not have anything to do with recent travel or anything like that because the virus is being spread in the community from individual to individual, only in other areas is it pandemic. They are no longer investigation those things unless it is in jails, nursing homes, or confined populations.
- xiii. Tippet commented that there is an exclusion for a shutdown of a geographical area or territory that encompasses multiple businesses. "Although we will itemize each claim individually, there is not appear to be a PDRMA coverage that applies to business income loss." Blankenship commented unless we totally have to shut down to which Tippet commented but the contagion has to be here. Wallace commented the governor says, but that's not the Public Health. Richards commented that the Department of Public Health would have to come in here and tie this case to your park, you would have to close for x amount of time which would be almost an impossible feat at this time.
- xiv. Wallace commented that it almost sounds like we just as well accept the payment but whether or not we can actually do that without us voting. Richards commented that they can contact the lawyer and see if we can hold a special meeting about that, we can talk about whether or when we do want to open the park, that is still up for discussion. Everything else is up for discussion right now too. We have 9 employees that we could remain open and projects continue. Blankenship added could get things done especially without people there. When is the park supposed to open to which the response was April 1st.
- xv. Sweet commented that the thing that he thinks they are losing sight of is that Tippet just asked to shut the park down, that was his recommendation correct to which Tippet responded yes. Richards asked if his employees are voicing concern about potential to which Tippet commented not at this time. Everybody is very concerned. There are children, grandchildren, and everything else, he is afraid of sending it



home to them. He think it would be best if they shut it down for two weeks and then see where we are at.

- xvi. Richards asked if the dock project would continue, would he allow access for them to continue their efforts to which Tippet responded absolutely. Tippet stated that the contractor would be bringing the docks to us and we would be taking them at, at this point we would just have them tie them off to a stable structure and then we come back to work we will pull them out.
- xvii. Wallace clarified that they have to make a decision on that by March 24th to which Richards followed up by saying that today is the 19th. Blankenship commented that they would have time to talk to the attorney and have a special meeting if we have to. If we don't need to then we don't need to close the park and we are all good. Richards commented that he thinks what Sweet is saying is that Tippet is the director and if he has concerns and the park needs to be shut down for two weeks then that's maybe what needs to happen. We will just be behind for that amount of time on projects and things like that. He doesn't think that there is going to be too much push back on this. They need to do their part to stop the spread of this virus. It's not that it is lethal, it could spread so rapidly that it could overwhelm the capabilities of the hospitals and stuff like that to take care of it. He thinks it is a good decision. When we get closer to the two weeks, whether it be Tuesday or Wednesday. Tippet asked if he could let the Board members know what day they are going to shut it down that way they have ample time to get everything closed up to which Richards responded yes. Tippet suggested the 25th of March for 2 weeks, 10 working days. Sweet clarified then we would revisit it at that time. Tippet followed up with that would probably cause a special meeting. Wallace commented that he doesn't know if this would fall under the offices of an emergency meeting since it is a health crisis, you might look into that so we don't have to have 48 hours' notice. He is just thinking if they need to be proactively thinking if they have to have a special meeting, he is going to have to go back home to look at his booklet to see. They can have meetings in less than 48 hours if it is an emergency. Blankenship commented that they are already shutting down so he doesn't know what would be an emergency. We will just schedule the meeting now for 14 days after you close and go ahead and put it up. Richards commented that in Section 6 of that, that is the governor's proclamation of the open meetings act, and it says that you don't have to be physically present, you can do it over the phone, video conference, xyz, but it does not say



anything on the 3rd page section 6, it doesn't say anything about changing the 48 hour notice or anything like that.

- xviii. Wallace read, "members of a public body must be physically present is suspended. The conditions in 5ILCS 120/4-7 limiting when remote participation is permitted are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When meeting is necessary, the public bodies are encouraged to provide video, audio and or telephonic access to meetings to ensure members of the public can monitor the meeting and to update their websites and social media sites updated to keep the public fully apprised of any modifications to their meetings and schedules in the format of a meeting due to COVID-19."
- xix. Blankenship commented that if they tape the meeting and put it on the website, that would be awesome. Wallace commented that they think that they can just call in and if they have the majority on the phone, they can have a meeting in that matter. Richards commented that it can be done, there is a number of video conferencing and solutions that can be done over the internet or whatever, it can be done.
- xx. Wallace motioned that in response to the COVID-19 Virus outbreak, that the Clark County Park District suspend operations at the end of the March 25th scheduled work day and not return to work until April 9th at their regularly scheduled work time and also note that they would leave our boat launch open, our hiking trails open, and OHV trails open during that time and all employees would be paid for that time off. Richards second. 5 ayes, 0 nays. Motion carried.

c. Discussion and Vote on Service Contracts

- i. Tippet commented that he sent the service contracts out to the newspaper for bid. They all came back. The only increase in all of them as a whole was Cat's Cleaning Service, she raised her cleaning services by \$2/cabin. Other than that, they all remained the same. He would ask that they motion it up and he will accept them on behalf of the park district for the upcoming year.
- ii. Wallace clarified that there were only single bids on them. Tippet commented that the hay baling bid is still out there. There was an issue where the paper didn't post it like they were supposed to so that won't be until we come back in April.
- iii. Wallace motioned to award the service contracts to the individuals that bid on the contracts and it is his understanding that those were all single bids. Blankenship second. Wallace aye, Blankenship aye, Trefz aye, Richards aye, Sweet aye. 0 nays. Motion carried.

d. Discussion of 2020-2021 Proposed Appropriation



- i. Brown stated that the Proposed Appropriation for the 2020-2021 Fiscal Year was emailed to you all and she hopes that they all had time to review it. The income portion of the proposed budget, they reviewed the last three years and the biggest areas you would see would be the rental docks, for example. We budgeted this year \$30,073.30 to make it more accurate with what we have actually received. We would like to budget \$38,000 for this coming year, we are hoping they can get that increase. As far as the effects of the COVID, the adjustments that are being made, we are not sure where we are going to end up at exactly, but this is what they are proposing. The biggest area that she would like to focus on is the expense section. If they look at the 2020 budget notes, she would like to go through those. That is where the big money items are. Capital Outlay Equipment, they are budgeting the expense of \$29,500, they are planning on the purchase of a work truck with a utility bed for \$25,000. Baby changing stations for 8 places around the park totaling about \$1,000 and then miscellaneous around the park, they always try to leave a little bit of miscellaneous in there in case something else comes up or something costs a little bit more than they thought. Infrastructure, \$59,912.04, restock of fish, \$2,500, rental docks, the remaining amount due Woodland docks, \$41,662.04, electrical pedestals for the campground, \$2,500, fish cleaning house, \$5,000, controlled burns at \$5,250. We have not received an invoice on that, we will not receive that until April. This is a guesstimation, they are basing it off of 125 acres at \$42/acre. \$3,000 for miscellaneous, possibly for finishing the nature cabin. Lake erosion control project at \$49,000, that is maintenance on the boat, fuel for the rock boat, and rock for the rock boat. Maintenance Expense Building, \$16,000. Planning on the new cabin, 3 sides of steel, \$3,000. Old Cabin ADA Deck entrance, \$1,000, canopy on the fuel dock, \$2,000. Equipment, \$18,000 for maintaining of equipment, grounds, \$20,000, \$1,500 for landscaping, \$8,000 for campground rock, trash cans for \$5,000, and miscellaneous is roughly \$10,000. Office supplies, last year we budgeted \$8,000, this year we are lowering that to \$7,000, we have been doing really good and keeping our paper and ink usage low. Marketing and Advertising, we are keeping that that \$3,200. Advertising at \$1,200, newspaper ads at roughly \$2,000. We are looking into Facebook ads, right now they are roughly \$10/day. Some of you may notice as you are scrolling through Facebook, those ads that randomly pop up, not only on Facebook but also on Instagram. Special Events we have left that at \$3,500, we would like to utilized \$3,000 for the events themselves, and \$500 for an extra band. Grants, we have went ahead and budgeted the entire amount for that grant. Does that mean we are



going to spend that entire amount this year, no. But, we are going to go ahead and budget it this way that way we are not having to come in and having to redo this budget constantly throughout the year. With that being said, \$366,345.44. Of that, \$82,900 is for equipment, and excavator at \$40,000, a bulldozer at \$40,000, surveying equipment for \$1,400, a chainsaw at \$1,500. Infrastructure, \$168,000 for the OHV bathroom, rock, electric, plumbing, sanitation, drainage and signage. Maintenance to trails and additional trails. Fuel at \$8,000, contract labor at \$11,000, and salaried labor at \$96,445.45. OSLAD Grant, \$449,400.68, this is a 50/50 grant. We will be reimbursed \$224,700. Infrastructure, \$11,703.46, that's supplies, rock, concrete, and signage for the pier. Contact labor is going to be the biggest chunk of that at \$415,856.17. Building of the boat launch, kayak chutes, and lighting, and our salary of \$21,841.05. As you can see with this budget, it is a large deficit of \$287,211.56. To give you little bit of a breakdown with this, our current balance in our checking account is \$895,057.63 as of 2/29/20. To play it safe, a company should hold about 6 months of cash reserve. The rest should be kept back into the company per our covenant. With \$1,000,000 budget, we are looking at about a \$500,000 reserve. Meaning our accounts are roughly \$395,057.63 too heavy. We are presenting a deficit budget at \$287,211.56, which means we are going to spend \$287,211.56 more than the project income in sales for this year. We are going to have to use a little bit of our cushion. Breaking down that \$287,211.56, \$224,700.34 of that is our portion of the OSLAD Grant and will be paid via Hifi Account which would leave \$18,297.71 in that account. The remaining negative \$42,511.22, of that \$39,676 is for paving and lighting. Throughout the budget, they did budget \$57,000 for paving and lighting, however, taking in consideration the income of \$9,943.71 plus this coming years taxes of \$7,380.29, gives us \$17,324 to put toward that \$57,000 expense leaving a negative \$2,835.22 of miscellaneous throughout the budget to complete other projects throughout the year.

- ii. Blankenship commented on contract labor, what does that mean for \$415,000, how are spending that much money in contract labor to which Tippet responded that is the concrete guy, the lighting, the excavator. Blankenship asked if that includes the concrete to which Tippet responded that it does. Tippet further commented that it should be less that that because they are going to reuse the rock that is under the asphalt. We are basically going to turn it over, grind it, respread it and use it again. That is one of the options that they are giving us at this point. When we send it out to bid, which we are working on the bid right



now, we will be reusing some of that. It is perfectly fine, it is not going to hurt anything, they will just compact it. Haws commented that the award amounts that we got include bringing in rock and trucking our old rock out, which we won't be paying.

- iii. Wallace clarified that it says "work Trucks," is that one or two to which Tippet responded that is for two. We are going to have one for the maintenance crew that works the campground and the whole park. That will hold all their tools and keep them from running back and forth. We come up a little short with the truck to go with the OHV every day and back. We have looked at hundreds of trucks and they are all over the place and we can get it in to that amount easily. Haws commented that we can get a truck, four wheel drive, gas or diesel for \$15,000-\$16,000, that's with less than 100,000 miles. If you get it right around 100,000 miles, you can get it at less than \$10,000, we might have to drive to California to get it, but they are out there. Wallace commented that with us getting all of this equipment, it needs to be kept under roof. Do we have enough roof to protect it to which Tippet commented not all of the trucks. It will be tight, but he believes we can get most of it in there. Wallace commented that he thinks that at some point they need to get this stuff in and get it protected.
- iv. Blankenship commented on the \$8,000 in fuel and asked if it was only for the OHV to which Tippet responded yes.
- v. Tippet commented that the \$11,000 in the OHV is for them to place the prefab bathroom that is coming in on top of the foundation, the crane, and etc. Trefz asked if this is the septic tank as well to which Tippet responded that there is a tank that will go in. We will do all of the digging for the tank and they will probably set it. Some of the bathrooms that we are looking at actually come with the tank, they put the tank in the ground and then just the bathroom down right on top of it, like the B-Pit. Blankenship asked what if that tank ever leaks, it would be better if the bathroom is not set right over it so you can get to it easier. Otherwise you have to move the building to work on the tank to which Tippet responded that then it couldn't be a privy. Haws commented that they have seen them designed both ways, we have seen flush toilets that basically sit on a rock base about 18" compacted and it runs through the rock to the tank or septic system. Blankenship commented that he thought it was going to be a septic system to which Tippet responded that it will be a tank. Blankenship commented is it not good to have a septic system to which Tippet responded that it is up against a holler, that is where it is going and it would make it pretty difficult. We just okayed a septic system for the nature cabin out here. Haws commented



that because it is seasonal and not a year-round residence, we can't put in an aerator or a septic, we have to put in a leech field. Tippet added that they have to travel 200 feet for the leech field, and that is when it became expensive. Blankenship asked if they had added in the money it would cost to have Snearley's add another dump station to which Tippet responded not this year, but next year he will. It is \$185 each time he fills that truck and we do the b-pit and the c-pit once a year, and those are 1,000 gallon tanks.

- vi. Richards clarified with Brown that on the deficit breakdown she is saying that the accountant recommends that we have at least \$500,000 in reserve and if we use \$287,000 of the current balance, we would still have over \$600,000 remaining in that account to which Brown responded that is right. Richards clarified that we are at the cushion plus \$100,000. Brown explained that when they saw the deficit budget, they instantly took it to Leuken and discussed it with him to get his feelings on it, he feels that we are going to be completely fine. He suggested that we actually need to do this.
- vii. Blankenship commented that he cannot say that he is for a \$287,000 deficit budget. He doesn't feel responsible for spending an extra \$200,000. Brown commented that in regards to that, the question is how did we get almost \$1,000,000 in the checking account? Why did we have so much money in the checking account? Blankenship commented because we scrimped and we saved, we were broke and now we aren't to which Brown commented and nothing got done, nothing got done and Wallace commented yes, previous to that. Brown commented exactly, and now we are trying to fix everything that went unfixed for so long and we are trying to do better. In regards to that, that takes money and she thinks that they are utilizing that wisely by utilizing the grants, the OSLAD. Yes, the majority of this deficit is the OSLAD Grant, that is half of what we could be spending to get that done, we are not spending \$449,000 to get that done, we are only spending half of that. The same thing with the OHV, that is 100% reimbursement. Tippet asked Blankenship if it is the amount that is bothering him to which Blankenship commented it is just the deficit budget. Last year we were in the positive to which Tippet clarified that they started with a \$12,000 deficit budget. Blankenship commented that they did a lot, we didn't do nothing, we did a lot, right? We did a lot of stuff, we built a lot of stuff, we fixed a lot of stuff, we kept everybody busy all year to which Tippet commented that the same thing will happen this year. He stated that we will get a new boat ramp out of it and he thinks that this is a marvelous thing.



- viii. Richards commented that he thinks that the efforts of the previous Board has allowed us to do this, this is something that would even be possible without that amount of cash in the reserve. Wallace commented that to be honest, they were considering borrowing money just to get through the winter and to be honest with you, he doesn't know how they have been able to get to where we have gotten to and still be able to do all of these projects that we have and we still are where we are at. That is good, we are able to make a lot of capital improvements. The only thing that is out here right now is this virus that could come into play for us this year. It is what it is, everyone's health and safety comes first. Whatever we have got to do, yeah we may not have as much income but we won't have as much in expenses. We are getting a lot done and at some point they do have to spend some of this money. He thinks that getting the boat ramp fixed is one big thing, and he thinks that the next big thing is the roads. Once we get both of those whooped, we will be in good shape. Tippet commented that is his idea for the roads, that we are working on as we speak. That is a super idea.
- ix. Richards commented that even if the virus does affect our plans, this is just a budget, we are not locked in to spending this money. It is just a proposed budget, just because we are allowed to do it doesn't mean we have to do it. Wallace commented that the only thing that we have to do here is, and we don't actually have to do it, we can turn down the boat ramp, but he wouldn't recommend that, but we can say no. Tippet commented that we haven't received the final paperwork on it. We have been accepted, it is ours, we are going to get it. At that point it will come to the Board. At this point we are just making room for it.

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

- a. Wallace motioned to go into executive session under 5ILCS 120/2 C-1, the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act, and also C-21 which is discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Blankenship second. Sweet aye, Richards aye, Trefz aye, Blankenship aye, Wallace aye. 0 nays. Motion carried.

13. Continued Discussion and Vote 2020-2021 Proposed Appropriation



- a. Richards motioned to increase the salaries of the hourly employees by 6% and to increase wages of salaried employees by 3% and add an additional one week vacation to their current benefits of the salaried personnel to take effect on April 1, 2020. Wallace second. Trefz aye, Blankenship aye, Wallace aye, Sweet aye, Richards aye. 0 nays. Motion carried.
- b. Wallace motioned to accept the 2020-2021 Proposed Appropriation as it has been presented to us tonight. Trefz second. Wallace aye, Blankenship aye, Trefz aye, Richards aye, Sweet aye. 0 nays. Motion carried.
- c. Tippett commented that he will lay it out for 30 days with the additional two weeks because no one will be able to see it, so 6 weeks.

14. Vote to Open or Close

- a. Regular Board Meeting Executive Session Minutes 8/15/19 and Special Board Meeting Executive Session Minutes 2/6/20.
 - i. Blankenship motioned to open them. Richards second. 5 ayes, 0 nays. Motion carried.

15. Committee Reports

- a. Campers – 3/5/20
 - i. Tippett commented that they discussed having the campground shot and surveyed to see where the drainage should go. They directed the Director to bring it to the Board and put it on the agenda and it didn't make it on there. They will see it on the next meeting agenda. Their recommendation was option 3 out of 6 options. He thinks that it was for \$3,300 which would give us a topographical that would give us all of our drainage and ditches and our falls, what we would need to fall or raise to see if we needed to put any additional pipe in to drain the campground efficiently. Richards commented that is was mainly just informational, no labor to do anything, it was to map it all out and have the information so so you would know what to do with it. Haws commented they would give us the elevations of everything. When it rains you can tell it's low, it just where it needs to go. Sometimes you think the water wants to go one way, when it actually wants to go another. Richards commented and you could quickly spend that amount of money doing something that is incorrect to which Haws agreed. Richards asked Sweet what he thought of that and Sweet replied that it is probably something that needs to be done, we have tried several different things and they didn't work. Wallace asked if we have that money in the appropriations somewhere to which Tippett replied that it would come out of contingency. Blankenship commented that it is under the Director's spending limit, isn't it to which Tippett replied yes, Blankenship commented than there is your answer as far as he is concerned. There is no one that can stop him if he wants to do it. Haws commented that in the campground is one of



the areas in this park that if you go through all of the drawings, everything else has elevations and drainage, for everything except the campground. Its like they cut that short when they did the campground other than they did the size of the sites and where the roads were going to be, there just isn't that much information. He thinks they just did it and that may be why they are having problems now to which Sweet commented that it has been added on to several different times. Haws commented that over 30 years, he is sure it is not at the same place it was 30 years ago. Trefz asked if it was something that would have to wait until this fall, once everybody is out of here to which Tippett responded that at this point, he thinks so, unless he can get them out here before May 1st. Blankenship commented that they have the place to themselves for two weeks.

- ii. Richards commented that we are letting Woodlands Docks in here. Blankenship commented you are letting docks go up, you are letting people fish, go riding. Richards commented that he does have something to say about that. Are there any concerns with safety, speed limits, and things like that on the water to which Tippett responded they will basically police themselves. We aren't going to have speed boats out there until the end of May anyway. All we are going to have are fishermen, the crappie guys are crawling like crazy. We have a couple of tournaments that are coming up, and one of us would be around here, but they will probably cancel them. Richards commented that he doesn't think that would be a good idea to host a tournament. Haws commented there is one on the 21st. Tippett commented that IDNR would cancel it if there was a problem, but I think they are all out of the offices right now. Brown commented that they will have their phones as they had stated, so she will be able to get into the computer so she can continue customer service. If there is a problem, they can call the office phone.
- iii. Lake Management
 1. None
- iv. Finance – Cancelled
- v. Policy
 1. None
- vi. Trails
 1. None

16. Adjourn

- a. Blankenship motioned to adjourn the meeting. Wallace second. 5 ayes, 0 nays. Motion carried.
- b. Meeting was adjourned at 7:36 p.m.