



**Clark County Park District  
Monthly Board Meeting  
January 19, 2023  
6:00 p.m.**

**1. Call to Order**

- a. Commissioner Blankenship called the meeting to order.

**2. Roll Call**

- a. Commissioners in attendance were Jana Williamson, Roy Sweet, Jeff Trefz, John Richards, Jeff Wallace, and Randy Blankenship, also in attendance are Executive Director Jeff Tippett and Office Manager Chatlin Morris.

**3. Pledge of Allegiance**

**4. Approval of Agenda**

- a. Wallace motioned to Approve the Agenda, Richards second. 6 ayes, 0 nays.

**5. Approval of Minutes for December 15, 2022**

Wallace moves to approve the minutes as presented, Richards Seconds. 6 ayes; 0 nays.

**6. Public Comment -**

**7. Directors Report**

a. Tippett, we are going along on the gatehouse construction continues, you can see the roof is on, tar papered, and they took down the center wall between the two additions today making it quite a bit bigger, doors are up, and it is starting to come about. They will probably pull the roof off the next nice day we have and put the steel roof on it, and we will side it. Meanwhile, someone will be working on the inside so it moves along very well. It should be done; well, it will be done. I'm going to go and get the floor for it tomorrow because we are replacing the laminate in it, that goes along fine. I think I told you all about the rupture of the pipe in the launch cabin of the pipe in the closet. That's all put back together, tomorrow they put the new floor in that, and when they start putting the new floor in we should be out. They have painted and textured, needs to be done. The pipes are fixed, and it's looking good. We found out that the shower valve was leaking so we had to take all the piping out of the shower valve, they are fixing that and putting it all back together. Bunch of trees down in the campground that we took down, doing well. We probably have a leak somewhere between the meter and the bathroom in OHV because we used 9100 gallons in December which I guess constitutes us of notifying us of a leak. We couldn't find it just by mere examination, it's the middle of winter and there isn't anybody out there so we shut the water off, we will get it when it gets nicer. We will dig it up and find out where the leak is.



Wallace, Lee has a, he bought a machine that he can put on your water line, it's by sound.

Tippett oh really.

Wallace check with him, he is a good guy, and he would probably come out and find it for you.

Tippett, I did call him on the check pressure, we are at 58 lbs. Last but not least, a ceiling fell in cabin 4. I don't want to say it fell but it started sagging to the point of we tried to pick it up with some 1x2s and it just wouldn't pick up so we took the whole ceiling out of the kitchen, we installed bead board around the whole kitchen rather than anything else and we are putting it back together. We are going to paint the bead board white though probably, it's natural.

Williamson, which cabin is cabin 4?

Tippett Cabin 4 would be the big upper one.

Chatty, Buck.

Williamson the old upper what we use to call it, ok.

Tippett that's about it.

Wallace did a gentleman call you about processing fees?

Tippett, yes, he did, and he talk to Chatty and I don't know that we will be able to use them but we are going to talk to him some more.

Wallace, all right I just want to make sure he got ahold of you.  
Commissioner Ewing has Entered.

## **8. Payment – Payment and Discussion of Financials and Vote Payment of Bills**

Chatty, ok so on our AP Aging Summary, the total that we paid out in bills is 14,727.25. The credit once again for DNR and then how I discussed the Menards on Tuesday night. So, we actually had to pay \$108.06 for that. As for the balance sheets, all the reports you guys have are as of, income entered as of August 13<sup>th</sup>. As of Tuesday morning, our bank balance was \$930,950.50, and our AR which dropped on Tuesday, it was 567.23, I did collect 390.00 that was outstanding, so it has dropped since then. On our profit and loss, our December total income was \$8,902.97, Our December Salaries was \$32,465.75. Our total expenses were \$62,362.09 which left our December Net income of -\$53,369.12. I do have, I printed it out, and I got through August 31<sup>st</sup> today, so I have got some different numbers, if you look at our profit and loss budget versus the actual, we are up to 74.8% on our total boat rental fees, we are up to \$33,595.24. The same with our boating fees, we have moved up to 81.1% which is \$84,311.95. I mean everything is moving up in the right direction like I said this is all entered as of, I got it done today so I'm working on September 1<sup>st</sup> starting tomorrow so we are moving there. The OHV grant reimbursement, it won't happen till like I said, we won't get that 152,000 till the end of February so right now as of the end of August 31<sup>st</sup> our net income, our total income is



\$1,127,173.29 which is 70.6% of what we had budgeted for. So, I still have September, October, November, December, and January to get entered. I think that was all.

Tippett and the OSLAD check came in.

Chatty we did get the seed money for the OSLAD check, it was for the campground expansion, and it was in the total of \$105,750.00 which we did deposit in the bank. We will have to add some line items to this year's budget for that we will have to add the OSLAD campground income and expense and a labor item for the 2022 budget to start all that. Any questions?

Wallace, I guess if the board or Jeff you guys have thought about the sum of the money that we have, we have a surplus of funds although I know we have some big projects to do here, if there has been any consideration given to getting some money into some CDs and stuff now since the rates are up?

Tippett no, I haven't. in the past I have looked at them but no I haven't done anything with that.

Wallace ok, I just said that. I don't think I got anything else.

Blankenship ok, I will take a motion to pay the bills.

Ewing just one more question real quick. Lake Sarah for 2170, what's that for?

Tippett, it's an electric start with 9.9 horsepower.

Ewing, it's a new motor/

Tippett yes

Ewing ok, for one of our rental boats?

Tippett, one of our Jon boats.

Ewing, one of our Jon boats, ok.

Ewing will make a motion to pay the bills, and Williamson will second.

Blankenship, in the amount of?

Ewing if it's the correct number stated here.

Chatty no.

Ewing, it's not?

Chatty no, it's \$14,727.25.

Ewing that will be my motion.

Blankenship ok, we have a motion and Jana is Second, Roll Call: Williamson I, Sweet I, Trefz I, Richards I, Wallace I, Ewing I, Blankenship I.

Blankenship, Bills are paid.

## **9. Old Business- Discussion and Vote of Campspot Online Reservation**

Tippett, we spoke of this the other night and started talking about it. We have done a lot with Campspot since we first talk to them. We now can, Chatty can pull from Campspot and go over and put it into QuickBooks. She has to make four manual transactions each time she pulls



money over which isn't the worst thing in the world, I don't think, we can live with that easily. Campspot is just so user-friendly we are going to put it back online if the board approves it tonight and move on from there. We do have a small discretionary problem and that is the Chatty Extended stay fee that we were getting. We were getting a \$2 charge for anybody after their first 28 days. So, when they make their reservation, we get a two-dollar charge which we charge the customer a reservation fee. Its only our lodging so its only our camping would get an additional \$2 charge every 28 days, they have decreased that to a dollar every 28 days and we talked about just extending that extra dollar to the seasonal campers to add on a reservation fee to each month in the total of a dollar which is usually what their credit card fee is anyway when they pay electric. Most people aren't going to have a problem paying an extra dollar a month for their reservation fee and then it, I think it totaled \$120.00 each month, we have about 120 monthly/monthly seasonals so it would average \$120.00 a month that we would just pass that on to the customers.

Ewing, so you are saying we would have a \$120.00 a month increase overall, or is it \$12.00 a year per person?

Chatty it would be.

Blankenship, it would actually be \$9.00.

Chatty, it would be \$9 per reservation a year.

Ewing, 9, I guess it's not 12 months. 9 extra dollars.

Chatty, it's 7 months, so you would have your first month at two dollars and 6 additional months at a dollar. So, I mean 8 dollars.

Ewing, and right now that is only applying to our camping, nothing with our boating for the year?

Chatty, no, lodging only and I clarified that with them and it's lodging only.

Blankenship, what's the estimate of this costing every month?

Chatty, I think right now we are at 7,600 dollars is what we have paid for the year.

Blankenship, but we quit using it when?

Chatty, we have continued to use it. we haven't stopped using it.

Tippett, they continued to bill us because we did not terminate it and every time someone makes a reservation and goes into Campspot it would hit us with the reservation fee. Our last bill from them was 66 dollars. It was 2 dollars extended stay and the rest was just fees that you would normally pay.

Blankenship, so basically you are talking less than 1,000 dollars a month?

Chatty I know during the busier months it's higher because we have a higher volume but if we are doing our job correctly in the gatehouse and with making reservations, I will be very adamant about collecting that 2-dollar reservation fee. It should not cost us anything, it should be what we take in each month for the reservation fee is what we pay them so it will just be a wash.

Tippett one of the things we did find out is that if we put all the information in Campspot like license plates and vehicle VINs and boat numbers, vehicle description. We can run just the minimum as long as it's in the information that will pull it right up for us because



that will stop a lot of this parking on the overflow and just leaving your trailer there. If we have your license plate number and it's been entered, we will have it right away and have you move it if it needs to be moved, it's quite a nice feature.

Ewing just as long as discipline is enough to put all that information in the system. I mean it only works if you put it in.

Chatty, I have a long list of training. I think this past year was a learning curve with not knowing how the system worked and what information we could input. I don't think it was stressed enough, the importance of the reservation fee. What it was costing us, I just don't think it was stressed and conveyed enough to the gatehouse staff. Now that I'm aware of it, it will be in the training that the reservation fee, even if say you call and make a reservation and cancel it, Campspot automatically gives you a credit for that. Whatever your deposit was we give you that. That will not happen this coming year. It will automatically retain that 2-dollar fee and then if they call again and make another reservation with their credit, they are still going to have to pay an additional 2-dollar reservation fee because we are getting hit with that. For every reservation, we get hit with an additional 2 dollars.

Williamson, so you are just going to initiate that in training.

Chatty, yes, training will be a lot tougher this year.

Blankenship, will it tell you who entered the information?

Chatty, yes.

Blankenship, so if fill out the whole thing and we don't have a license plate number on their trailer then it's going to say that doc didn't do his job.

Chatty yes and we have a form, and it asks you to fill out your personal information, give your email addresses, ask if you're here with your, and ask for vehicle information, description, plate number, make, and model. It asks for your camper for your plate number and description of your camper, ask same information for your boats, ask for trailer information, your boat number, the license plate on it, the license plate of your boat and if they are diligent enough at putting that in which I will be.

Blankenship, is there room for multiple cars?

Chatty, yes, we can put up to 2 vehicles.

Blankenship, well Joey has 7 and I got 7.

Tippett well there is an information box in there for the ones that don't run, so.

Chatty, but it is very convenient to be able to pull up. We played around and I could type in Jeff's boat number today and it told me exactly who it belonged to and all his contact information. So it is helpful, especially on the trailers, we give them a sticker to put on the trailer with their boat number, a lot of people don't so, that but if we have their trailer number, and license plate number, we can look it up and I have one of the girls from the gatehouse working in the office right now and I have stressed the importance of a lot of this.

Ewing, so you guys that work in the office and the staff, you feel you are pretty confident in rolling this out and being able to manage this moving forward as best or better than last year. We learned what our flaws were and where we were weak and we have adjusted for that so you are confident if we roll this out again that it will be a go.



Tippett yes sir.

Wallace why did we have, I mean they were able to resolve a lot of these issues it appears so why could they not provide us that service during?

Tippett, we were not getting the support that we were looking for, and when we finally did give the letter.

Wallace sounds like when you went to pull the plug, that's when the alarm bells went off. That bothers me a little bit.

Chatty I think that the person I was dealing with, I don't think she was as knowledgeable as she should have been and instead of saying I don't know the answer to that let me find somebody who does, she played it off by trying to give answers that made no sense. Now the team that I work with now, I emailed her this morning about trying to look up the vehicle and she emailed me back within 45 minutes.

Tippett, much better and we had the email from the Vice President of sales, his name is Casey, and he is very, he gets right back to us.

Wallace more so, I know there is a lot of different things in it that you guys like, little functionality things but to me, the biggest thing is that this has got to work for us to replace Campground Master and we have spent so much money in trying to resolve these issues and it created, you know the labor and that's just my biggest concern.

Tippett, we can't guarantee anything but at this point, this is what it looks like and we have looked at a bunch of systems.

Wallace, so really there is nothing outstanding that you guys see as creating a problem for us moving forward in the next year.

Chatty, no. we can go live with the imputing of financials until April 1, 2023. If we did that now, our financials would not be accurate because Campground master is a modified accrual and Campspot is a true accrual, so we are trying to merge the 2 we are going to have over and income isn't going to be correct. So, Ben came in and looked at everything and he agreed with how I was doing it, He sat and watched how I did it in the test program and he agrees that we would have to wait until April 1<sup>st</sup> but he watched every step of it and he said this is flowing accurate, this is how we want it to look and he agrees because of the ease of the program that it should be accurate.

Wallace ok, that was going to be another question, if Ben had been involved in some of this and his opinions.

Blankenship, didn't Campspot dye a lot, go down and lose information?

Chatty, no, it sometimes has lag time because it's a web-based program, it's on the internet speed. Sometimes it just takes a little longer for it to process the information.

Wallace and maybe you guys have already talked to them about that, if there is a way to compress the data or if there is something we can do to improve the speed.

Chatty, I think it's more on our internet provider, the speed and.

Wallace well you have pretty good speed out here now.

Tippett well we are still copper from the road out here. They are going to do the fiber optics.



Wallace, I didn't realize you still had copper, ok.

Chatty, I know Pat said they are working to update everybody to the fiber optic but it's a long process.

Wallace let me ask you this and maybe I'm, would this be something that Jeff or maybe somebody from the board or whatever, a representative from the board talk to the board of the Clarksville telephone company and say we would like to be if it's all expedited because this would benefit us. I don't know.

Tippett, I talked with Jeff Carpenter, and he said, this was just the other day I spoke with him and he said your like a year away and we will offer it to you and we can take our fiber optics to the office and take it all the way down to the campground and give the campground Wi-Fi too if that's how we chose. When your phones were down for 4 hours a couple of weeks ago, that was them modifying the fiber optics, and then as luck would have it somebody hit a fiber optic cable over in Champaign and cut the whole thing off so. They were there for two days.

Ewing so if you guys are fairly confident that this will work then I will make a motion to enter back in with Campspot as our online reservation, Richards second. All in Favor: 7 Ayes; 0 Nays

## **10. Discussion of None Forms**

Tippett got a letter from Lorri Lee looking for everybody who gets a none form to send them a list of it, and she ask for your address and phone numbers, I don't give it out unless you tell me you are ok with it if you are ok with it, we will proceed.

Blankenship, it's on every none form that we have filled out, isn't it?

Tippet, I don't give it out.

Blankenship, I mean she ought to have it. is what I'm getting at.

Tippett, you are probably correct. She sent the letter so we will respond.

Wallace, I know that the none forms have changed, they are a lot more entailed now, you got to add a lot. They want your bank and how much you got in there.

Blankenship, they want all kinds of information.

Williamson, they want all kinds of stuff.

Ewing, none.

Blankenship, anything worth over 10,000 dollars, I think.

Ewing oh, I'm good.

Blankenship, if anybody owes you money personally.

Wallace, so they just take note of that when you see them.

Ewing, do all elected officials, refresh my memory, do all elected officials have to fill one out every year? Whether or not you're sitting or coming on or whatever?



Tippett, yes.

Ewing, every year you have to fill one out. I wasn't sure.

Tippett so does the staff because they are.

Ewing the staff has to?

Tippett yes sir.

Williamson and who do you think looks at those?

Ewing, I wasn't aware the staff had to, but I guess because it's a government entity.

Williamson, it's a government thing and nobody looks.

**11. New Business-Discussion and Vote of Prevailing Wage resolution 23-R-01**

Tippett, we approved a resolution for prevailing wage each and every year. We didn't do it in 22, it got passed over and here we are in 2023.

Commissioner Wallace moved to approve a prevailing wage resolution 23-R-01, and Ewing will second. All in Favor: 7 Ayes; 0 Nays

Motion Passes

**12. Discussion and Vote of Lake Shore Zoning 23- R-02**

Ewing and that's just to reassure our already zoning we had done around the lake as far as our no build, no dock, no site.

Tippett yes sir we will do that every year too.

Ewing, so it will be something that will just show up every year to reassure that.

Wallace, do we have to do a resolution on it every year?

Tippett, I was told that resolutions only last about a year.

Blankenship, by Lorna?

Williamson, I did not know that.

Sweet, tell me about f here. That's the one I don't have a grasp on.

Tippett, Roy if they do want to build on that site specifically and it is zoned as F, Lake Management will set the requirements for what they have to do, and I believe that had to do with erosion control and things like that.

Wallace, so you got a resolution and then there is a referendum and there is nothing you can do to just, there are ordinances, a dock ordinance, right? I'm just wondering.

Blankenship if there is a way, we don't have to deal with it every year.

Wallace, well things get forgotten just like I mentioned to Jeff this evening. I got to get his review done, it should have been started already. I just always, these things get missed and if you have to do it every year then you have to do it, but I thought that sometimes you do things and it's done until the board decides to change it again or something. I mean ill make a motion towards it, but I wish we could find out when we do something like this if done.

Tippett, I will ask her.



Ewing, so, you want clarity or not on whether a resolution needs to be made or a referendum?

Wallace Just so if we have something like this and I don't know whether you guys agree or not if the board comes to a decision and we spent a lot of time on that and we voted and we passed it that we don't have to go back every year because you just end up, seems like you have a lot of things to remember to do every year and if you didn't then what happened

Ewing, yeah if you miss a year does it null and void then or fall back?

Wallace, I mean we missed the prevailing.

Tippett, Prevailing wage I know we have to do this every year.

Ewing and that's in the form of a resolution.

Wallace, so I don't know.

Wallace moves a resolution establishing a zoning 23-R-02, Richards seconds. All in Favor: 7 Ayes; 0 Nays.

### **13. Discussion and Vote Resolution approving Zeroing out Funds 23-R-03**

Chatty I think it's the IMRF and the Audit funds need to be zeroed out, we can't carry them over from year to year.

Tippett, we haven't done that since 18 so.

Wallace, it's an accounting practice, if you will that we need to be following.

Wallace, I'll make a motion and there can be further discussion on it. Commissioner Wallace moved to approve zeroing out funds. I really should specifically state that, in my opinion.

Tippett IMRF and Audit fund.

Wallace to zero out the IMRF Fund and the Audit Fund. Richards seconds

Ewing on the Audit fund, are we, or on the IMRF fund, are we even spending what we are taking in?

Tippett, yes

Ewing so everything is an even trade. We are levying to cover the expenditures and the same thing with the Audit fund. There isn't an extra \$20 leftover, or we are on the hook for an extra 20.

Tippett no, 9,500 bucks.

Ewing, so we are exhausting that through expenditures so there is no money to, I was going to say I didn't know if there was money left over that.

Williamson, can I ask a dumb question?

Ewing sure.

Williamson, I have not closed my account in IMRF. It's just a pittance from the last time I came back to work. I need to get that out of there right?

Tippett, if you want it out of there. You can also draw on it too, I don't know how many years you had in there.

Williamson, not on that one. I'll try and get that out of there.



Sweet, I believe it was 8 years, what I had to be invested. I don't know if you had 8 years or not.

Williamson, no, not this second time. Ok, thank you.

Ewing, so we are exhausting the money as we are taking it, and we are not levying any extra money?

Tippett, no, it's set by tax roll, but we are always adding people and we always end up with an expenditure, a small overage in the IMRF fund so we just zero it out at the end of the year.

Ewing, you say over, I mean general funds making the difference up for IMRF?

Tippett, yeah.

Ewing, ok.

Blankenship, we have a motion and a second. All in Favor: 7 Ayes; 0 Nays

### **Executive Session**

Wallace, on our agenda it states that we are going into executive session under 5ILCS120/2 and we are not going in under C-1, We are not going in under C-3. We are going in under C-11 and C-21 and I will state those as a motion. So, we are going into executive session C-11 which is litigation when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal or when a public body finds an action is probable or imminent in which bases for the findings shall be recorded and entered into the minutes of the closed meeting and then C-21 which is a discussion of minutes of meetings lawfully closed under this act whether for purposes of the approval of the body of the minutes or semi-annual review of the minutes as mandated by section 2.06

Ewing, That's your motion?

Wallace, yes.

Ewing will second.

Roll call: Sweet I, Trefz I, Richards I, Wallace I, Ewing I, Blankenship I, Williamson I.

Regular meeting resumes

Blankenship, committees?

Trefz, Campers did not meet.

Richards Lake management met, and we talked about Campspot and Damage to the cabin and touched things.

Wallace, what happened with the server?

Tippett, he is putting it in right now.



Wallace, ok.

Tippett, it is finally being installed but it's a lengthy process and rather than him sit here because he would have to take the server out of service, I am allowing him to remote into it to work on it and as soon as he is done installing it, we will pull his remote stuff.

Wallace ok, is he giving you a timeline?

Tippett, he is working on it tonight, but it's going to be a while and then we will have to go back in and start putting the MFA in all the computers, I guess that will put the computers down for a day each time.

Ewing while we are on committee subjects real quick and maybe you talked about it before I got here but the water usage at the ATV trail is that something we just leave a hydrant on over there or do we have a leak or?

Tippett, they notified us of a leak, but we can't find it so for the moment we just shut the water off until we get a little better weather.

Ewing ok, I just saw we were using a lot of water and I didn't know if it was kids over there leaving stuff on or running stuff or what.

Blankenship, 9700 gallons?

Tippett 9100.

Blankenship, that's a lot of kid.

Ewing, I know we have had some vandalism in that area, so I was just making sure it wasn't part of that.

Tippett, well I can tell you that where the electric comes out of the poll somebody pulls or hit and disconnected the bathroom electric, so the heaters didn't come on so when they went in there it was all frozen up. They thawed it and everything appears to be fine. What I think is somebody backed into the poll and displaced the wires coming out of the box. If we didn't have bad luck, we would have none at all.

Ewing well we are not the only ones, Lincoln Trail has this same issue.

Blankenship, Finance committee?

Williamson, we had a meeting Tuesday night, and this is we are in the process of working on the budget and going through the numbers and Jeff hop in there any time.

Tippett, we are mending the budget to a total tone of about \$15,000. Those monies we are going to move around. The bulk of the money will come out of security because there is \$34,000 in security and then processing, credit card processing fees we have to shore up, that's the biggest one right there. That's \$6,000 that we have to shore up, coming out of recreation.

Williamson, and that's going to be cut starting April 1<sup>st</sup> right, that won't be as much?

Tippett, right because we back down to just one credit card user so we are in pretty good shape. In February we are going to have another Finance Meeting and we will go over the amended budget again just in case there are any changes to it, ill provide everybody with the 2023/2024 season to look at, and then hopefully at the February meeting you will approve the amended budget and we can talk about the other budget whether you want to approve it or talk about it some more.

Blankenship, ok, trails?



Wallace, there was no meeting.

Blankenship, Motion to adjourn.

Ewing will make a motion to adjourn.

Trefz seconds.

All in favor: 7 Ayes; 0 Nays