

**Tri County Special Recreation Association  
Board of Directors Meeting Minutes  
April 22, 2015  
1:30 pm**

Call to order:

Kelly Rajzer called the meeting to order at 1:30 p.m.

Roll Call:

Board Members Present:

Kelly Rajzer, Village of Romeoville

Louise Egofske, Lemont Park District

Sue Micklevitz, Lockport Township Park District

Additions or Revisions:

Approval of Consent Agenda:

All items listed in Section 4 are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the items will be removed from the Consent Agenda.

- A. Approval of Minutes for February 25, 2015
- B. Approval of Budget Workshop Minutes for April 9, 2015
- C. Approval of February 25, 2015 Treasurer's Report
- D. Approval of Pay for Action for February 2015
- E. Approval of Final Listing of Paid Bills for February 2015
- F. Approval of March 31<sup>st</sup>, 2015 Treasurer's Report
- G. Approval of Pay for Action for March 2015
- H. Approval of Final Listing of Bills for March 2015
- I. Approval of Recommended Bills for Action through April 22, 2015

Motion to approve the Consent Agenda as presented by Board Member Micklevitz and seconded by Board Member Egofske.

Roll Call:

Ayes: Rajzer, Micklevitz, Egofske

Nays: None

The Motion Carried

### Community Comments

In attendance: Kelly Keenan, Brian Pepich

Kelly Keenan expressed her concerns on whether or not we have another member joining TCSRA. The letter she received from Director Wilson was not clear as to whether or not we had. Board Member Rajzer indicated she has received a letter from the Justice Park District expressing their desire to enter into an intergovernmental agreement to join TCSRA as a Non-Voting Member

Kelly Keenan also expressed her concern as to why we have changed our pick up and drop off point in Lemont from Old Quarry to the Target parking lot in Lemont. Old Quarry is a school and not connected to the Lemont Park District at all.

Kelly Keenan brought up the fact that since Lemont is leaving we are probably going to go into a deficit and wanted to know what TCSRA is going to do about this deficit. Board Member Micklevitz stated that with Lemont leaving we are less \$160,000 and some inclusion reimbursement, and that the Board and staff will have to develop a plan to address the loss.

Board Member Micklevitz stated that Director Wilson has been directed to come up with a one year plan and a two year plan that would be a break even budget so that we are not looking at the operational portion of the budget in deficit spending.

Kelly Keenan then asked if we are reaching out to the community and such and Director Wilson responded with "Yes" and she had figures from 2011/2012 that we had 600+ unique participation and now we have figures showing 1500+ unique participation. Kelly Keenan asked for an explanation as to how the participation report that Peggy Wilson gave works. Director Wilson gave her explanation. Board Member Micklevitz expressed concern with "body counts" vs. revenue, while the numbers reflect a large increase in participation; the revenue is inconsistent with those figures. The audits over the same time span from 2011/2012 shows that benefits ad salaries have gone up to \$130,000 and has far exceeded actual program revenue that was less than \$20,000. It is one thing to count bodies but it does not appear that the bodies we are counting are participating in revenue related programs and therefore may not be able to support the financial sustainability of the agency.

Kelly Keenan asked if the reserve funds will be touched and Sue Micklevitz stated that reserve funds can be touched if there is a plan to no longer touch them after one or two years. The biggest chunk of our reserve funds is planning toward purchasing a building and has been going on since Pete Pope was here and set-up a fund specifically for a building purchase. Boards can live with a deficit for one or two years but otherwise would only be kicking a can down the road for the future Board of Directors to deal with.

Kelly Keenan asked about the purchase of the building and as far as it stands the building is still on hold for now.

Kelly Keenan brought up a program that her daughter had attended. It appears that the group got back early from the program and called Mrs. Keenan but she was not home and they left a message on her machine. She would not have gotten that message had she not stopped at home prior to picking her daughter up. The staff did not call her cell phone which is listed as the next contact number. Brian Houzenga said that this is the first he had heard of the incident and he would have handled it and felt that it is not a Board matter.

Attorney Report:

Director Wilson stated that Rob Bush is working on a few things concerning the By-Laws and Articles of Agreement but he has not gotten back to her yet.

Community Comments:

Received a letter from CITGO with their donation of \$1500.00. One thousand dollars of that was for Trivia Craze and \$500.00 was for our basketball tournament that we hosted at Lewis University. Received \$100 from Lockport Womens Club and a \$300.00 matching fund grant from McMaster Carr.

Director's Report:

Fundraising - received \$100 from Lockport Women's Club. Trivia Craze fundraising report was included in packet. Had 24 teams with a net profit of a little over \$5400.00.

This month Wilson presented a grant to Kohls, Chicago Board of Trade, Heissman Trophy, Athletico.

Attended the State of the Village of Romeoville Luncheon.

Will not be attending the Legislative Conference.

Attended the PDRMA H.E.L.P. II program and the PDRMA Health meeting. PDRMA is trying to find ways to reduce the cost of health benefits with different options and alternatives.

Full time staff, and one permanent part time staff, and Jason Buckholtz from the Romeoville Recreation Department attended a Train Your Brain for Success workshop at the TCSRA office. Three staff, BH, BC, and CD are going to attend a workshop given by Train Your Brain in the very near future.

Winter Spring Scholarship report in packet.

Wilson and Davis met with Ron Amen from Lauterbach & Amen to begin our audit process starting on May 18<sup>th</sup>.

Enclosed is the Board Meeting calendar for next year and recommend under new business that we approve.

The staff are working on their goals and evaluations so next month they will submit their summaries.

We need a new server. Cathy Davis has been directed to get two additional quotes.

Director Wilson sent out a revised budget to the Board yesterday.

Vehicle replacement – Houzenga gave the Board the current schedule. Did not replace it. Board Member Micklevitz requested an updated schedule at the last meeting. This is the exact same schedule previously provided. Board Member Micklevitz would like an updated schedule. Director Wilson told Houzenga to bring the schedule to the board meeting. All vehicles are greatly maintained so Director Wilson sees no reason to purchase a vehicle this year. Would push it back a year to purchase a new vehicle until we have a better idea as to where the agency is going. The Board needs a new schedule so they can look at the future budget to see if we will have the funds in reserve to purchase new vehicles.

Board Member Rajzer stated that we will continue to go after other Park Districts to join TCSRA.

Brian Houzenga presented to the Board a report tying in program revenues with programs offered and how many programs were successful and how many were cancelled over the past year.

Cathy Davis celebrated her 25<sup>th</sup> year with TCSRA.

Board Member Egofske requested a copy of the letter that was sent out to Lemont residents dated March 18, 2015.

Board Member Egofske also had a follow up question from the last meeting in regards to the status to fulfill the gap that was left by the Lemont Park District. Louise brought up the interest that Brookeridge Park District has in joining TCSRA. Peggy noted that nothing has been pursued because our Attorneys have said that we have to wait until May 1, 2015. Brookeridge would have an intergovernmental agreement with TCSRA.

Board Member Egofske went on to say that it is then legally constituted that as of April 30, 2015 we will not have a new partner. Board Member Micklevitz however

noted that we do not need a partner as of April 30<sup>th</sup> because Lockport Township Park District and the Village of Romeoville still have an intergovernmental agreement between the two Districts which means that TCSRA is still a legal entity. There are two issues: one being that there is an intergovernmental agreement between Lockport and Romeoville which there is and the other issue being Lockport being able to levy the tax. The Agency just needs to bring someone on board before December 31, 2015 to allow Lockport to Levy the SRA tax. Right now TCSRA is a legal entity and still in existence and we will soon have the partners that will allow Lockport to levy the taxes. Brian Pepich asked if the By-Laws allowed for voting a new member in but Board Member Micklevitz explained to Brian Pepich that you need a vote from all three entities and nothing will happen before April 30, 2015.

Staff Report:

Brian Houzenga presented the staff report.

Unfinished Business:

Although not listed on the Agenda as an Action Item, Board Member Egofske made the following motion:

“The Articles of Agreement calls for 3 Member Districts, I motion to dissolve the TCSRA effective 4/30/15 and disburse the assets to the Lockport Park District, Romeoville and the Lemont Park District based on the pro-rate share of the contributions resulting in a surplus balance over the past 5 years. Lemont Park District 25%, Romeoville 30% and Lockport Park District 45%.”

Motion to dissolve TCSRA and disburse funds as requested by Board member Egofske

Is there a second to the motion: No second to the motion

Is there a second to the motion: No second to the motion

Is there a second to the motion: No second to the motion

Motion failed:

Board Member Egofske requested that the minutes reflect the motion.

New Business:

Motion to approve the Board Meeting Calendar for FY2015/2016 by Board Member Micklevitz and seconded by Board Member Egofske.

Roll Call:

Ayes: Rajzer, Micklevitz, Egofske

Nays: None

The Motion Carried

Election of Officers: Board Member Micklevitz suggested postponing the election of officers until we figure out what we will be doing.

Approval of 2015/2016 FY Budget postponed as well.

#### Announcements

Again congratulations to Cathy Davis on 25 years of service to the TCSRA.

Motion to go into Executive Session by Sue Micklevitz and seconded by Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Sue Micklevitz, Louise Egofske

Nays: None

Motion carried.

**Tri County Special Recreation Association  
Board of Directors Workshop Meeting  
May 7, 2015  
1:30 p.m.**

Call to order:

Board Member Rajzer called the meeting to order at 1:35 p.m.

Roll Call:

Board Members Present:

Kelly Rajzer, Village of Romeoville

Sue Micklevitz, Lockport Township Park District

A revised FY2015/2016 budget was reviewed and discussed. Board Member Micklevitz had questions concerning the program revenue being higher for FY2015/2016 than it was for FY 2014/2015 and if that was realistic for the agency. Interim Director Davis stated that should a program be cancelled we will have another program in place and that will help raise our program revenue line item.

Board Member Micklevitz asked why full time staff wages were higher than projected and Interim Director Davis explained that due to an employee resigning they were due unused vacation days and sick time.

The Board of Directors went over the current By-Laws and Articles of Agreement with some changes to be sent back to our Attorneys so the Board can get all changes ready to give to their respective Boards for approval.

The date for the Special Board Meeting will be May 11, 2015.

Board Member Micklevitz made a motion to adjourn the meeting. Seconded by Board Member Rajzer.

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried.

Meeting adjourned:

Board Member Micklevitz made a motion to adjourn the meeting at 3:10 p.m. Seconded by Board Member Rajzer.

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried.

**Minutes approved by Tri County Special Recreation Association Board of Directors.**

Kelly Rajzer  
Board Secretary

6/12/15



**Tri County Special Recreation Association  
Board of Directors Special Meeting  
May 11, 2015  
1:30 p.m.**

Call to order:

Board Member Rajzer called the meeting to order at 1:30 p.m.

Roll Call:

Board Members Present:

Kelly Rajzer, Village of Romeoville

Sue Micklevitz, Lockport Township Park District

Board Member Micklevitz made a motion to appoint Cathy Davis as Interim Executive Director.  
Seconded by Board Member Rajzer.

Roll Call:

Ayes: Micklevitz, Rajzer

Nays: None

The Motion Carried

No reason to go into Executive Session at this time.

Board Member Micklevitz, Board Member Rajzer and Interim Director went over the changes that came back from the Attorneys in regards to the Articles of Agreement and By-Laws. A few more tweaks and it should be good to present to the Board of Lockport Township Park District and the Village of Romeoville Board.

The Board of Directors also reviewed the ordinance that will be sent to Brookeridge Park District and Justice Park District after the changes are made to the Tri County SRA By-Laws and Articles of Agreement.

The Board discussed the 2015/2016 fiscal year budget. Interim Director Davis stressed that for FY2015/2016 we will have a \$22,960 deficit. Interim Director Davis will continue to review future benefits and staff positions. Interim Director Davis stated that PDRMA will have new options and alternatives available sometime in October during open enrollment. Interim Director Davis is confident that with the new options and alternatives that PDRMA will present, we will be able to come out of a deficit in FY2016/2017. Board Member Micklevitz made a motion to approve the FY2015/2016 budget as presented. Seconded by Board Member Rajzer.

Roll Call:

Ayes: Micklevitz, Rajzer

Nays: None

The Motion carried.

Board Member Micklevitz made a motion to adjourn the meeting. Seconded by Board Member Rajzer.

Roll Call:

Ayes: Micklevitz, Rajzer

Nays: None

The Motion carried.

Meeting adjourned at 2:36 p.m.

**Minutes approved by Tri County Special Recreation Association Board of Directors.**

          *Kelly Ray*            
Board Secretary

          6/12/15            
Date