



**Clark County Park District
Board Meeting
September 15, 2022
6:00 p.m.**

1. Call to Order

a) Commissioner Blankenship called the meeting to order.

2) Roll Call

a) Commissioners in attendance were Jeff Trefz, John Richards, Joe Ewing, Jana Williamson, Roy Sweet, Jeff Wallace, and Randy Blankenship. Also, in attendance 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. 7 ayes, 0 nays.

5) Approval of Minutes

a) Special Board Meeting Minutes July 28, 2022

Ewing Motioned to Approve the Meeting Minutes, Williamson Second. 7 ayes, 0 nays.

6) Public Comment

None

7) Directors Report

Tippett comments we hired a young lady Jennifer Winningham just for data entry working out of the gate house now and then we will bring her into the office as time goes on. Containment curb put in at the dump station is completed, they are going to make a little like a platform for you to pull it up onto. The way they have it, its very easy so the platform will be higher than the pipe so the people with the dump tanks will be able to dump it in without a problem. Rock boats working like crazy doing 9 to 11 loads a day we are running right through stone. Jason and his partner have been out at OHV for the past week working on berm so we can move all these trees and get them all planted. We purchased a lower attachment for kaboda as I'm told and we are still awaiting paperwork for the OSLAD grant to begin, that would be the one for the thirty-two campsites.

Ewing comments the OHV, are we done with that? Are we settled up, or do we place these trees. Are we paying to plant these trees or are they paying, how's that?

Tippett comments we are paying to plant the trees, but all our money has been submitted for 152,000 is what we are waiting on.

Ewing ok, so we are still waiting on that. What is this trees and other planting.

Tippett I would assume that that would be sometime in February we took an extension on the OHV till February so I would say it's probably going to be after that.

Blankenship comments anything else?



8) Old Business

Payment Discussion of Financials and vote on Payment of Bills

Chatty comments alright so AP aging summery the only check that was not wrote was for Home City Ice that was for 659.64. Writing that check would have put us over our line item, our budget line item for that which Jeff and I will talk about later. So, our total checks wrote, our aging summery would be 33,091.22 that we paid.

Blankenship say it one more time.

Chatty 33,091.22. There are two profit and loss budget verses actual the one that is landscaped is the correct one, we had payroll. When I printed the first one on the 9th it didn't include any of the payroll and stuff. So, this is the correct one we have updated and is good to use. The income is the only thing that is not accurate on these budget verses actual. All the expenses are entered and current.

Blankenship ok, I will take a motion to pay the bills in the amount of 30,088.30 that is minus Lisa Thomas.

Ewing what are you entertaining?

Blankenship comments I'm entertaining to pay the bills minus Lisa Thomas. So, I can vote on the rest of that.

Ewing will make a motion to pay the bills excluding the bill or paid payment to Lisa Thomas.

Blankenship and the amount is 30,088.30.

Ewing that is correct

Blankenship ok, I have a motion, do I have a second?

Wallace second.

Ewing discussion. What is the B&B Electric?

Tippett that is for the electric pedestals. We bought 12 electric pedestals to be put in over the off season.

Ewing that is just the purchase of the pedestals? Ok, I seen that B&B and I hadn't recognized it and the Clarksville phone system, why do we have a bill from them that shows up in here?

Tippett it just shows up in there because we have already paid.

Ewing ok that's what I thought cause our electric and that doesn't ever show in the billing. All the sudden I didn't know if we had done something or added a line or.

Chatty we got the bill Friday and I put it in the system, and I was like I'm not going to fight to get a check signed on Thursday of Friday.

Ewing but, we are not going to pay it twice, right?

Chatty no

Ewing ok, because it never does show up. Our Electric doesn't show up, our water doesn't show up or our phone.



Chatty right but I knew we were having a meeting and to get the check signed prior was within two days of each other.

Ewing I was just curious to see. I dint know if we had any phone issues, lines dug up, fixed, added too or whatever so.

Blankenship ok, got a motion, got a second.

Commissioner Wallace I, Sweet I, Trefz I, Richards I, Williamson I, Ewing I, Blankenship I. Blankenship Motion passes. Ok, now we need a motion to pay Lisa Thomas for 3,002.92.

Tippett, I don't think you should be present.

Blankenship ok.

Blankenship leaves and Richards takes charge.

Richards ok, I'll make a motion to pay Lisa Thomas in the amount of 3002.82

Wallace seconds

Ewing discussion do we have paper do we have anything bill wise?

Tippett yeah, it's in the bills

Williamson it is

Tippett, they are in alphabetical order so in my mind I'm reading the alphabet to myself.

Ewing is our entire, everything is run under Campspot now, correct?

Tippett Campspot and is duplicated Campground Master.

Ewing but I mean everything, all our daily entries and everything are under Campspot?

Tippett yes

Ewing ok, so everything we do is through Campspot?

Tippett yes

Richards anything else Joe?

Ewing no, its fine

Richards Does the invoice look correct to you?

Ewing yeah, there is just a lot of daily stuff in there that I thought we were reconciling Campspot I didn't know our camping was overseeing our people working here so, I guess we will just pay for it.

Tippett, we have had a lot where Lisa has had to come in and coach and instruct and basically teach on a daily basis.

Ewing ok, I just.

Richards no motion and second. I got Rollcall Sweet I, Trefz I, Richards I, Williamson I, Ewing No, Wallace I.

Richards ok, passes by majority. Retrieve Randy please.

Blankenship returns

Richards ready for 9 Randy

Blankenship ok, let er rip.

9) Discussion of Timber Management



Tippett Timber management has come down to egress and onto the property in order to get the timber out. I have talk to David Ewing several times.

Ewing, do I need to excuse myself for this discussion?

Tippett it's already been. we are not going to vote on anything I'm just telling what's going on.

Ewing I just didn't know if I needed to excuse myself.

Tippett, I spoke with David Ewing and he's having a little bit of a problem. He's trying to get some easement through Penny Lykin, and she is not liking the wording in the agreement, so she sent it back and Bob Waggoner took it out there and I think they are going to get it. I emailed him this morning and he said he was hopefully going to meet with Penny in the next day or so and hopefully get this thing signed and on its way. That's where we are at with it right now so.

Blankenship He probably needs to get it signed right then because she sounds like she might blow the other way tomorrow.

Tippett Denny Shorts has been calling me. He owns some land up against our park property and I'm not quite sure what he's. He told me that he has an easement, or we have an easement on his property and that we are not to go cut trees on his woods, were not and then I said send me the easement, so he sent me the easement and its talking about two lots over here and I said no, you're talking about 59-61 which is over by the OHV trails. Now today I got a call from Tally somebody Tally, Who's the tenant on his property who I'm going to meet with on Monday so he can tell me what he's talking about. I'm going to meet with him as a courtesy, but we don't owe him anything. That's where we are at.

Richards that's on the West side, is there anything on the East side?

Tippett there is no movement on the East side yet.

Blankenship ok, moving on.

10) New Business- Discussion and Vote Acquisition of Land OHV Grant

Tippett in trails, I talk with trials committee. Were they interested in acquisition of any land in the next OHV grant? What brought me to that is Mr. Oral who lives over there has 27.6 acres for sale that certainly we can't buy but however had there been an OHV grant available at this time would we entertain an acquisition of land and further in so of an OHV trail and Commissioner Wallace ask me to bring it to the board for discussion and vote.

Wallace so, I will try and explain it to you. This is a piece of property that came up that lies along a road. It encompasses a road that we had believed was township property there is still a lot of not knowing exactly what's going on with that, but this is an opportunity to get an actual easement so that it would make it a lot easier for recreational vehicles, when I say that I mean off road type vehicles to get into our park or whatever. Possible building, who knows what the whole thing could end up being. We could have a campground for the people that ride in the offroad area, somewhere back in here in all this. The reason why we don't want to be



pursuing it really is because the OHV grants are 100%. The land acquisition on the scoring of that brings you up to the top of the grant process so it would be depending on a few things. I think it would be highly likely that we would be able to get it and pay for it. The only things that we would have to figure out here is, I don't know if we have any idea when the next OHV grant would be available.

Tippett, it has a to be determined date

Wallace then second, weather or not the land is still available to us at that time so I just said to bring it before the board and see if the board would wish to acquire that property as part of OHV grant.

Blankenship and we can't go talk to the guy ahead of time and try and get anything planned because if you do it messes up your grant as far as I understand.

Wallace any other questions about it?

Sweet, how much is it?

Wallace he's asking what?

Tippett 319,000

Blankenship but the grant is like 600,000?

Tippett well the grant can be as high as they allow you to be. I think there is a cap at 600,000 now that you mention it. Right in that area.

Blankenship that's what I thought. Up to 600,000.

Ewing the discussion and vote tonight is just the acquisition of land. Do we have to put a name parcel to it, or I'm asking the question can we approve for the acquisition of Land grant and that land e determined later. Whether or not its Orals ground or Millers or wherever we think would be our best avenue. But the way they are being explained to us on the OHV grant is that we have to have s dollar amount, a person, a plat that that's, is the acquisition only good for that piece of property or once we write that up are we committed to that? That's the way it is being said to us that once we enter into that acquisition, that acquisition is only for said piece. So, if said piece next to it comes up, we can't go that way because we are already obligated for this piece. So, I mean. I don't know, to me there is a lot of vague areas. I don't understand why we can't talk to the person ahead of time. How are you going to, I guess I don't understand how you are going to apply for a grant when you don't even know what exactly you're, I mean just because this guy is wanting x amount for his ground. Ill acquisition mine, ill sell mine for ten an acre, what do you want to do.

Wallace, I guess what I would ask the board tonight is for the board to consider Jeff and staff to move forward on the OHV grant for this. We would have to have another vote I would think to actually proceed with the OHV grant.

Williamson, more less we would like to have something in the hopper ready to go if we have the opportunity.

Wallace, I don't know if it would be

Williamson we are looking at what 11,000 dollars an acre. Did I figure that right?

Wallace, you know it's a lot of work for the staff to have to repair something and if the board isn't behind on this then we wouldn't go forward with it. Really the biggest thing here is



that, not the biggest thing but of course we have to remember that money all has to come out of our funds and be paid up front before we get it back. They are pretty good about getting our money back in a good fashion.

Ewing, I guess what I'm asking is if we approve the acquisition tonight will it come back to us for a vote to approve of that piece of ground that's for sale, who owns it, I don't even know who owns that. Will that come back to us or are we voting tonight that ground and only that ground.

Tippett no, if the OHV grant comes out tomorrow and that property is sold but somebody else has a piece of property that might benefit us, I'm going to come right back to the board and say let's switch gears and go to this one.

Blankenship and we are going to vote on whether to buy it or not or to go through it, but they have got to have the ok to go after it, to get prepared, to write. That's all they are looking for tonight is will you do it if I do it.

Ewing well with that being the understanding that I would make the motion to vote for the acquisition of land for the OHV grant to move that ball.

Blankenship ok, we have a motion, do we have a second.

Commissioner Wallace will second.

Wallace I would like a rollcall please

Sweet and why is it that we need this land again? I didn't keep up with you.

Wallace it's a piece of property that Joey over the course of quite a few years has done research on that old road that runs back across there. I think the things that Joey has found out is that there is no clear indicator that it is still a public road or whatever. This is an opportunity for us to get access to that. It would benefit us as we grow with the OHV trails and things like that. I guess and I try and envision things, and, in my mind, we would still have a stumbling block in my opinion in getting the township or the county, whoever might be involved to allow for side by sides to go down the blacktop the remainder of the way.

Ewing basically that's just giving us access to that township road cause right now the only way we have access we have to that township road would be at that ATV trail head because your blocked by McKenny's subdivision, Millers and somebody else's ground so we really don't come all the way out to that road, so we really have no access from the campground here to the trailhead without trailering them around. So, if we could have a form of access to the township road off the park then it would shorten our distance and then maybe in a year or two maybe we could get ATVs down the blacktop over to the trailhead where they wouldn't have to haul over there. But there are two separate pieces of property over there is that piece in question and the one next to it and the one next to it already has an easement for some reason, I don't know why, in the middle of that field has an easement that the park has but there is n easement to the easement and there is no off the easement. So, its useless, we can't access it because its in the middle so. Maybe this acquisition could be used for either one of those accesses.

Williamson, Does the same landowner have both? It's two different.



Blankenship and also if you buy a piece of property with this grant it puts you on the top of the list instead of at the bottom of the list.

Wallace its hard for me to set here and somebody is going to give you money to buy a piece of ground, but you guys say its true. Who hands you money to buy a piece of ground without some kind of strings attached to it.

Blankenship the state of Illinois

Richards well isn't that what OSLAD stands for? Open Space Land Acquisition and Development.

Wallace also, I would like to point out too that this is in an area it is a no build zone back there. According to what we have passed before so I do not know people would look at it as far as the value and everything. I think it would serve more purpose for the park then it would be for any other entity or individuals.

Blankenship ok, I got a motion and a second.

Roll call: Trefz I, Richards I, Wiliamson I, Ewing I, Blankenship I, Wallace I, Sweet I

11) Discussion and vote for Budget Transfer

Tippett, we had to make some, the next line item is making a discussion to vote for transfers within Budget from one line item to the other cause we are over on a couple items but the way this year is going, and we do not have any income. We do not have a complete budget to look at. I am asking the board to wait, just wait and be patient till like February and we will do it all. Do it once then and we will have a true picture of what is going on with our budget. We are not in any trouble by any means but like just between the making September 8th and this date we know that ice is going to be an additional problem. Not problem but we will need some additional money to shore up ice. I respectfully ask the board to let this go until like February. Well do this one and give you our budget for next year pretty much on the same day. This is what we are working for, you will have a nice picture of what has happen and what is going on. We are going to be over on some lines, we already are over on some lines. Commissioner Williamson is very well aware of it.

Williamson yes, and I understand exactly why we have done this in the past. I ask Jeff to make the copy of the Illinois Park District Financial procedures this is put out by the IAPD and its one the second page. It is that second paragraph is what we are basing this off of and it pertained a lot of any discussion that any of you have. I know you have stayed right on top of this budget the way we have been doing it and I have no beef about that, but I know it would at this point in time would help to go ahead and wait until the end of February.

Tippett a meeting in February

Ewing do you anticipate we will be over the 10%?

Tippett no, of the total fund no.

Ewing the total of the procreated fund line item? So, we are not doing that, and nobody want to do that so are you entertaining a motion to table?

Blankenship no, I say we vote to have a date in February.



Richards will make a motion to Vote on the budget transfers at the regular scheduled February Board meeting, Blankenship seconds. Six ayes: 1 nay

Tippett you are a no.

Wallace, correct

12) Discussion and Vote of Campspot moving Forward

Tippett Campspot is not working out for us. It is not going to work; we can see that now that it's not going to work. Its more of a headache then anything else, we are going to have to phase ourselves out of Campspot. I would suggest to the board that they wait until October 31st and then November we give, so that all of our staff has time to extract as much information as they can out of Campspot and its all being duplicated in Campground Master. Now we have reservations for next year in Campspot, there is a lot in there that we are going to have to extract so, Campspot wants 30 days' notice in writing before we terminate our service. I would suggest it to the board that they terminate our contract with Campspot at least after the season is over. We really do not want to go into next year with Campspot there are just too many limitations as far as accounting goes. It is a simple system to manipulate but there is too much accounting difference between what we do and what Campspot does.

Ewing so currently everything we have runs under Campspot correct? Every financial, maintenance, everything?

Tippett no, because we are duplicating everything into Campground Master. That is what our Data Entry is doing.

Thomas Joey, what do you mean by maintenance?

Ewing, I Mean we are running everything under Campspot right? Are we not reflecting fuel sales in Campspot, maintenance Fuel any entries Data entries like that?

Morris no, we don't include Maintenance fuel.

Ewing so its just our resale and our reservations.

Morris, our POS, and reservations yes.

Ewing so everything else is still in Campground Master and QuickBooks correctly?

Tippett correct

Ewing So you're thinking it would be in our best interest to do away with Campspot?

Tippett at this point, yes, I do.

Ewing so our only other course of action is to go back to campground master?

Tippett that would be correct. We are looking at some other things, but I think we are away from deciding on.

Richards but that is an ongoing process of evaluating other systems that may be put into effect for next year?

Tippett yes, February is going to be a busy meeting, I'm sure.

Thomas well if we can get the financials done, maybe you can visit the financials earlier. That's important to have that information to make decisions.



Ewing, I know we didn't have a finance meeting which is fine. I have a question on the financials of this I guess our fiscal year runs April 1 and we didn't enter Campspot until what June?

Tippett, we entered Campspot back in February. We didn't go live until after April.

Ewing so we didn't start taking reservations until April, May. We paid Campspot up and running for 3-4 and a half months.

Tippett yes

Ewing and in 3 and a half 4 months it have reeked this much havoc?

Tippett yes sir

Wallace and a lot of it from my understanding is we are still finding issues.

Blankenship oh yeah, things disappear, all kinds of stuff.

Wallace well there is with the whole fee process, did you get the email about the fees

Tippett the extended stay fee yeah. A seasonal camper pays for a season it falls under very 28 days we get charged 2 dollars

Wallace the thought process would have been that.

Ewing but it's dinging us every 28 days as a recurring, for the life of that, whatever that reservation cost it's just dividing that out.

Wallace so that money has just come out of our pockets and there are just a lot of things that, from the get-go were not right.

Thomas the report for the customers balances individually did not match with the customer account shows and no more time should be wasted at all on that system.

Chatty and they don't have an accounting department there to help. Its just their sales department and their support which goes off a book. They don't have somebody who has accounting knowledge when I send questions, they don't have somebody with accounting knowledge to be like oh well this is, ok I see what your saying let's see what I can do to help you achieve this. Their answer is they are not going to have any more accounting knowledge then I do. Well that severely limits us.

Tippett, I have already had the consumer portion of Campspot turned off so online reservations can't be made at this point.

Sweet so help me remember how did we get to this position?

Tippett what we thought wasn't actually what it was. What we were sold on actually wasn't what it was. When we came to the board with in actually wasn't what it was.

Sweet ok

Thomas and Campspot actually didn't give them any chance to test this before going online with it.

Chatty very little training with it.

Tippett so we had to hook up with somebody. We did talk to people, we had phone conversations with them and did some Jane doe stuff, but we had no idea what you're doing to actually make it live so it becomes this huge problem.

Ewing what are we looking like, I mean how do we go from here? If we are not live anymore with our reservations, we are going to take them like we did before? I assume.



Tippett we will come up with a new marketing strategy.

Ewing, I mean as of right now, they will call the gatehouse we just put everything, are we just now entering everything into Campground Master?

Tippett no because no one is trained up on campground master. Once you tell me that either keep Campspot or get rid of it then I will start training people up on Campground Master and getting Campground Master up too, that it can be used all winter long while we develop another strategy for online reservation.

Ewing so really the only thing we have to fix is from April 1st to present?

Tippett pretty much

Ewing because anything January, February and that still would have been in Campground Master, right? So, April 1 to actually not even April 1, May, June whenever we rolled Campspot up and it became live so from that date to present is really the only time frame that we are working with that is skewed and that is just our POS.

Chatty and reservations

Williamson and we ruffly was figuring how much money we think this is going to or that we have lost through this.

Tippett we are less than 10,000 dollars

Richards I think online reservations are important. We need to develop that strategy, but we have learned an important costly lesson on how not to do it and we need to move that knowledge forward into the choosing a new application to do it more efficiently.

Ewing so I guess I will ask the other question. If we are, is there a vote? Vote to move forward with Campspot.

Blankenship that means to not or to.

Ewing I just wasn't sure what we were doing here tonight with Campspot. So, they need 30 days written notice?

Tippett and we are no where near, they may give us 60 days to extract our information and the word may is in the contract.

Richards Would October 1st be a good day to give them notice or November 1st.

Tippett probably November 1st you know probably December 1st. that would give us more than enough time to train people up to make sure that we have everything all the advanced reservations moved over. I would say make it effective December 1st.

Chatty yeah because we have a lot already scheduled. Most monthly seasonals and seasonals have already put their deposits down for next camping season so we have to get everything for you know everybody is starting for next year, so we have to get all that information put into Campground Master as well.

Richards do you want to provide notice on November 1st or December 1st?

Tippett ill provides notice on December First

Thomas Jeff and if we get it done earlier then can you get permission to do that.

Blankenship As soon as possible for the director

Thomas because Jennifer is moving pretty good



Blankenship so I will take a motion to do away with Campspot as soon as the director says it's possible hopefully before December.

Richards will make a motion to terminate our relationship with Campspot at a time to be determined by the Director.

Commissioner Wallace Second

All in Favor 7 ayes; 0 nays

Ewing, I have just one more quick question before we go into executive session. Being we are no longer using Campspot.

Tippett we are no longer taking online reservations from Campspot.

Ewing are we still using Campspot?

Tippett we are still using Campspot.

Richards is it mostly data extraction from Campspot putting it into Campground Master and once that's completed then we are done with it.

Tippett pretty much yes. I will finish the season with Campspot because they can drive up to the window and rent the boat or reserve a whatever.

Chatty, Jennifer whatever day she is working on is caught up with Campspot to put it into Campground Master. Today she was working on boat rentals so as of today date is where she stopped. She is not going forward does that make sense.

Ewing, I guess I just go one more question. Being Campspot we are still going to use it, but we are no longer integrating Campspot with QuickBooks there for we are under contract with a consultant that is integrate our Campspot with QuickBooks and we are no longer integrating Campspot with QuickBooks. So, what do we do with the terms of that?

Tippett, I changed the focus of the consultant.

Ewing well we already voted on to hire a consultant to integrate QuickBooks. Its in the contract that way so if we need to revisit something, then we are going to have to revisit something. We cant just change it because we are under contract with one thing, you cant just change a contract so if we are no longer integrating QuickBooks then we either need to reach out and do something different cause that contract was for the integration of QuickBooks and if we are not going to integrate QuickBooks with it then that contract is null and void.

Tippett ok, we should probably have a vote on whether to terminate that contract or not, correct?

Ewing, to make it legal.

Blankenship ok, well its not up for discussion

Ewing its not up for discussion but.

Blankenship you can't discuss it cause its not on the agenda.

Ewing, we can't discuss it right now, but we will entertain a special board meeting or something for that as we move forward.

Commissioner Wallace moves that we go into Executive Session 5ILCS-C21. Which C21 is the discussion of minutes of minutes lawfully closed under the act whether for purposes of



approval by the body of the minutes or semi annual review minutes as mandated by section 2.06.

Ewing will second.

Rollcall: Richards I, Williamson I, Ewing I, Blankenship I, Wallace I, Sweet I, Trefz I.

Motion to adjourn

Ewing makes motion to adjourn

Richards seconds

All in Favor: 7 ayes, 0 nays