



Clark Conty Park District
Regular Monthly Board Meeting
June 23rd , 2022
6:00 p.m.

1. Call to Order

2. Roll Call

- a. Commissioners in Attendance were Jeff Wallace, Joe Ewing, Randy Blankenship, Jana Williamson, Roy Sweet, Jeff Trefz, and John Richards. Also in Attendance Executive Director Jeff Tippett, and Office Manager Chatlin Morris

3. Pledge of Allegiance

4. Approval of Agenda

- a. Wallace Motions to Approve the Agenda with the change item 10 New Business Bullet 5, if we could just have a discussion about the issue, I don't think there's a vote needed. The same about the over night mooring of boats, that would be my motion. Ewing Second. 7 ayes, 0 nays.

5. Approval of Minutes

- a. Regular Monthly Board Meeting Minutes 05/19/22
b. Wallace Motions to approve the minutes. Blankenship Second. 7 ayes, 0 nays.

6. Public Comment

- a. None

7. Director's Report

- a. Tippett Commented, Work continues the oslad fishing pier, Docks that we need to take out to make it in accessible to the security portion, we'll still be able to put the rock boat up there and charge up the rock boat. As we all know Marsi Fowler and Danielle Brown Resigned as One Administrative Assistant and Office Manager, Present here is Chatlin Morris and Zac Smith our new Administrative Assistant and Office Manager. As you can see, we got all the trees in. Our 2005 Hyundai 160x has arrived it is in service, but it has a small problem we are working on it.
- b. Wallace Asked we got the Excavator because we were tearing up our backhoe, but we will still have to move just as much rock with our backhoe. Tippett Yes, because it must come out of there be loaded in the dump truck and be taken down there. Wallace asked so it hasn't really solved any problems. Tippett Replied it will be faster loading its more efficient than anything else, this part of its less efficient because we are touching the rock twice but to save the roads that's what we must do. Ewing Asked so we can utilize equipment on both ends then we can load and then truck it? Tippett Commented yes, the entrance to the loading ramp we have we have made user friendly to a dump truck now the truck can dump right down at waters edge just grab it with the excavator and put it in.
- c. Ewing asked what the small problem was we had with the excavator. Tippett Commented it binds when you go to crawl, when you go to scoop up it binds and



kills the engine, one of the sensors is out. Ewing Asked if it was curling too far. Tippet commented no, any kind of curl and when we go to bring the arm back in it kills it. Ewing Asked if we have someone looking at that then? Tippet Commented our people are on it, pressure relief valve that's what we are thinking.

- d. Sweet Asked Tippet if he would Address those signs that Tom brought out to you and what they say. Tippet Commented Tom brought out sign from when he was in Springfield its all the different types of freshwater fish out there that are in Illinois, we'll have a picture of what those fish look like and we'll put it down in the shadow box at the boat ramp. The other one is a warning an edible warning that some of the fish may contain high amounts of lead it doesn't mean we can't eat them it means we should eat them in moderation and eat the smaller ones rather than the big ones, So the there's no mercury. Wallace asked if its Mercury or Lead. Tippet Replied Mercury. Blankenship Commented from the transformers. Ewing Asked if that was Statewide right, that's not exclusive to our park. Tippet Commented by no means does that mean we can't eat the fish I just wouldn't eat them seven days a week. Ewing Asked it's an issue statewide not just us. Richards Commented they have a list of everybody of water with high mercury.

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

- a. Wallace Commented here's what has been happening with the financials, we are in a situation where we lost Danielle, we lost six years of job knowledge, and we were in the middle of integrating Campspot into QuickBooks and everything moved around Chatlin had about four days of training if that with Danielle so there was not much training time. Last meeting, we had we discussed how we were going to address this of course Nicky's name came up and she has been working on a lot of this from home to get us up to speed to fix some things, also to train Chatlin at the same time. Chatlin Morris Commented they were in communication. Wallace Commented I may have to refer to Nicky to explain some of this, one of the things we have found is Campspot uses a true accrual method. Wallace Commented when we receive income let's say for our lease docks around the lake, season camping or whatever generally that money has always went right in the books, you guys see it on all your reports we got all this money, the way the true accrual thing works is you don't see it all at once its divided up by a daily basis. Wallace asked Nicky if it would recognize a leap year. Nicky Commented it would know. Wallace commented it may be like every day it only shows a dollar, so you won't get your true income level until the last day of your fiscal year. Wallace Continues that will be an Issue I don't know how we will work though that if Nicky knows if we get through all these issues if there is a way, we can maybe get a report to reflect all of our sales. Nicky Commented there is already a report in there for that how much a deposit had been applied for future reservations, Income has still yet to come in when the end of the stay is.



- b. Wallace Commented it may skew what we are looking at on our reports, there's a couple things Nicky ran into one is that there was a lot of double data entry going on to make the system work if you will, they were entering things into campground master and in Campspot that was ongoing. In my opinion that would create a lot of extra stress for the people involved and work. Instead of that process being continued on right now, Nicky had Chatlin pull of that for now. Nicky Commented that she asked Tippet first. Wallace Agreed and Continued, we are working to do that there's no sense in Chatlin going in and doing things that aren't going to work. The other thing which I don't quite understand yet you're having to go back to the fiscal year of last year April 1st of 2021. Nicky Commented further, it's not really going to change the income side it's just a matter of something posted to accounts receivable that should have been posted to advanced reservations, if it affects it, it should be a very small amount, I'm in 2018 right now and just in the month of April it was like \$156 difference, I won't know until I work through it it's cumulative.
- c. Wallace Commented our auditors may have not necessarily caught this. Nicky Responded they wouldn't look at individual transactions they might pull a sample of individual transactions. These are mistakes that could easily be made. When it came to covid hitting and all those credits coming through, those deposits applied, and they shouldn't have. So, you still have a bunch of credits sitting on accounts receivable which is incorrect they should be sitting in advance reservations.
- d. Wallace Asked if Nicky thought it went back to 2018. Nicky Responded yes there's small amounts there but to be sure the fiscal year was correct I must work through it. Wallace Commented I'm sure its time consuming and I've asked Nicky to keep track of her hours. Nicky responded she has been. Wallace Commented I just wanted to keep track of how much this is costing us. Wallace Asked Nicky if she thought that Campspot will work well for us? Nicky Responded it is very user friendly and a great program, it would have been easier to start with Campspot had the beginning balances been verified, there was no testing before they just went in live and did it. Chatlin Commented she contacted Campspot and asked how they got our beginning balances they said it was based on what we had put in ourselves there was no way in the system to begin without AR balance it couldn't have been done. Wallace asked if we could back date it.
- e. Chatlin Commented that is makes it hard on Monday when doing fuel dock sales from the weekend, it makes it more difficult.in campground master you could go back in and change the actual date received. Wallace Asked Nicky what kind of time frame we were looking at. Nicky Responded a couple of months, I'm going to start doing the dailies in bigger chunks like a month at a time so it will go faster. Chatlin Commented as of right now everything's on hold the last day deposits have been recorded was May 26th. Sweat Asked that the deposits were being made. Chatlin Responded yes, I am making the deposits into the bank account, well jeff is, but I'm



- saying into QuickBooks any of these figures here aren't going to be true and accurate because nothing has been input since the 26th of May.
- f. Nicky commented they would not know to apply their income against. Wallace Commented we really aren't going to have good financial reports for the board for the next few months even our budget year to date. Nicky Commented she's already put in a 40-hour week on this, but most of that has been sitting down and learning the system and learning how it transfers over that's when I discovered the revenue recognition issue. Wallace asked if anyone else was able to help Nicky with that or if Chatlin was the only one. Nicky said only one person can work on it at a time because it must be taken one step at a time, it rolls from one day to the next or one month to the next. Chatlin Commented if they were both in there making changes at the same time they would overlap. Wallace asked if there were any questions. Wallace Commented all we will know paying our bills and everything if Tippett Thinks we are going to go over because we are not going to be able to reflect it in the budget. Tippett Commented what we spend we can reflect in the budget. Chatlin Commented we have been keeping track of our deposits with duplicate receipts that information is being tracked, any day I can pull it, or I can give you a total of what I've done from the 27th up until today just because we have that information.
- g. Ewing Motioned to Pay Bills \$16,880.06, Williamson Second.
- h. Blankenship asked the automotive and Bolin automotive is that not the same thing. Wallace Commented Boling Automotive Incorporated. Chatlin Commented that there are a bunch of different ones, one Bill is for BEI it for the automotive repair \$247.54. Blankenship Asked what the \$3000 fuel. Roy Sweet commented that's propane. Chatlin Commented the one for Bolin was a plug a tube and a service call. Tippett Commented what the Bolin Automotive Incorporated for \$3,214 is what they are asking. Chatlin Commented it looks like it's for propane. Wallace Commented there is 90 octane recreational gas. Ewing Asked if that was for the Automotive Incorporated. Richards Commented that looks like the \$2,700 payment. Wallace commented we've Bolin Fuel Oil Propane LLC. That shows \$3124.50, Blankenship Commented he was not seeing that number anywhere. Wallace commented you could go by the description there you have to flip to the back 568 gal of g90 octane that works out to 2687 then you have all the taxes but what I see here is that this bill is for \$3124.50 and on our account, it says \$3,214.50. Williamson Commented the numbers may be transposed. Chatlin Commented I did not enter this Danielle entered these. Ewing Commented well let's put this to the side really quick.
- i. Chatlin Commented the 45 and \$90 ones are for tank leases. Blankenship Asked about the \$4800.00? Chatlin Commented looks like it's been a bunch of gasoline 87 octane, diesel, Williamson Commented when you add those other two its 4,885.00 for Bolin Transport. Chatlin Commented it looks like they were invoices for May on charge was for \$2133.91 and the other was \$2673.00. Ewing Commented so the



Bolin transport would be our fuel, propane and what not. Wallace Commented we have the BEI automotive repair which the tire repair and everything the second one this for your 90-octane gas at the fuel dock. Wallace Commented the numbers are Transposing so that will change. Chatlin Commented I'm short \$100. Blankenship Commented it's just under \$100. Ewing Amends' his previous motion to reflect the correct numbers of \$16,790.06 to pay the bills. Blankenship Second. 7 ayes, 0 nays.

9. Old Business

- a. Discussion and Vote Board Commissioners Officers
 - i. Wallace nominates Richards for as President. Richards refused. Richards nominates Blankenship for President. Wallace Second. 7 ayes, 0 nays. Ewing nominates Richards as Vice President. Blankenship Second. 7 ayes, 0 nays. Richards Nominated Wallace as Secretary/Treasurer. Blankenship Second. 7 ayes, 0 nays.
- b. Discussion Committees Appointments by Board President

Campers Committee (Cabins)	Chair: Jeff Trefz Co Chair's : Randy Blankenship /Joe Ewin
Trails Committee	Chair: Jeff Wallace Co Chair's :Randy Blankenship /Jeff Trefz
Finance Committee (Master Plan)	Chair: Jeff Wallace Co Chair's : John Richards/Jana Williamson
Lake Management Committee	Chair: John Richards Co Chair's :Randy Blankenship /Jeff Trefz
Policy Committee (Community Parks)	Chair: Jana Williamson Co Chair's : Randy Blankenship /Roy Sweet
3 rd of July Committee	Chair: Jana Williamson Co Chair's : Roy Sweet/Jeff Trefz

10. New Business-

- a. Discussion and Vote July 03, 2022, Budget
 - i. Tippett Commented the only thing that has really changed about the 3rd of July budget is donations we have received about \$300 more in donations. We have not received the invoice for the DJ on the water, but I'm told it's the same as last year. Wallace Asked we thought we might be receiving anymore donations? Williamson Said yes. Wallace Commented The fireworks people we usually use cancelled, the new company we will be using has approximately 314 less shots they will be using, which is about 40% less I believe the amount they will be using is about 400 shots. Tippett Commented it's still a 25-minute show, it is less shots but is also less money by a couple thousand dollars less. Ewing Motioned to approve the 3rd of July budget of \$13,220.00. Sweet Second. 7 ayes, 0 nays.
- b. **Discussion and Vote to take action of clearing Park Property at or near lot 17-19 Hill & Dales Subdivision @ Husinga**



i. Tippett Commented the issue is we went on site with Jerry Wyrick to discuss the clearing for the dock/stairs we discussed what could be taken out and what could not, a lot more was taken out than originally discussed, I had everything put on hold they cannot continue now until we (The Board) discuss what happened. It began with just the path 11' wide and 72" path and then the whole knob was cleared, and it wasn't supposed to be a lot of trees were taken out we hadn't approved. Blankenship Asked if we had an idea of how many? Tippett Commented quite a few, we met with Mr. Huisinga and Mr. Miller and Deke and I and Jerry Wyrick, Mr. Huisinga was not there for the clearing but the machine that was used was too large anyway. Tippett Commented that Mr. Huisinga is wanting to know what he can do to fix it, we lost some old oaks, and some were backed into that are going to die in a year or two now that will have to come down, it cleared land maybe up to 100' back now.

ii. Wallace Commented there's several things I have a problem with this one it's supposed to be hand cleared and they had an excavator down there was a smaller excavator and a skid steer as well, there's a complete break down of the chain of communication. Do we have it signed? Tippett Commented we have a signed dock permit, but we don't have a clear permit. Wallace Commented we don't even have a signed clearing permit and they just went in there and did this. We have had this issue before, and nothing happened. Richards Commented I went and looked at it from the water and what happened where they rounded the bank to where it's no longer under cut that probably needed to be done, where my dock is that was not done and rip rap was piled in there and all around the edges its caving in, I think the shaping of that point is probably necessary. They are going to have to clear some to get rip rap on that point because our barge isn't capable of getting it there. We might have to deal with some loss of scrub brush the larger trees are a problem and need to be dealt with.

iii. Richards Commented perhaps our policy needs to be amended to allow some machinery to get in there to do that. Tippett Commented they shaped it correctly, but they also dug the water up some, the subterrain in the water was cleared some as well, and that's a problem. Richards Commented we will have to decide do we want to rip rap the shore and lose some brush for a year or two in order to protect the shore line. Sweet Commented my concern though is are we going to change our policy every time someone violates our policy? Richards Commented no I don't think that's the case, and that's not my intention to take something done incorrectly and make it legal, as Tippett said the policy is to do it by hand and it's not done that way and hasn't been for a long time that way. If we want to enforce a policy, we need to make sure it's a policy that is accurate and reflects what is being done. Ewing Asked if there was an access permit filled out to do this clearing? Tippett Commented No. Ewing Commented our Policy does dictate if you are going to do more than hand cut or what is specified, the Park Board or Director



must get involved ahead of time. Ewing Commented I'm not sure if the gentleman received a copy of this or knew about this. Blankenship Asked if someone went over with them and specified what could be done. Tippett Commented yes Deke and I both went over and showed them (Jerry Wyrick).

iv. Wallace Asked what role Mr. Wyrick Played in this. Tippett Commented he is installing the dock, so he gets involved in because of the placement of the dock. All that was discussed with Wyrick was where the dock would be placed and the trees that could be removed. Richards Commented they made a mistake by not getting the permit they also made a mistake by taking out trees that did not need to be removed, I guess the question is what do we do about it? Blankenship Concurred and asked Mr. Wallace what he believes would fix this. Wallace Commented I've seen this happen several times over 20 years and it keeps happening, I just want to see it stopped, do we just apply monetary damages? Wallace Commented maybe if it gets done, we provide pre-approved contractors like Ryan Stephens. Christopher Miller Commented it was the size of the excavator that did the most damage a mid-size excavator would have done fine, and I would think planting trees would be more expensive than a fine so that is what I would suggest. I'm neutral in this. Sweet Commented we should get direction from Lorna Geiler, make sure what we are doing is legal if she thinks planting the trees is good, fine, I want to err on the side of caution is what I'm saying. That's just me it doesn't seem like anyone around this table has the answer, and ultimately it falls in our lap and I'm not willing to propose a solution because I don't know what that solution is. Richards Asked Sweet if his hesitancy there because of a counter argument, that if we impose something they will come and say no we are not that we may end up in a legal issue? Sweet Commented if he were to say replant the trees and confine you dock/ path to the specified agreement and stay within those parameters, pretty much what the policy said to start with. Richards Concurred. Ewing Commented we might kick that back to Lake Management invite Mr. Husinga discuss what his thinking was or what his plan was or is. Richards Commented he did reach out to me he's very concerned he didn't want to step on anyone's toes, and he wants to know what he can do to remedy this, he mentioned replacing trees as a possible solution he did not want to rock the boat. Sweet Commented he was not saying Mr. Husinga Meant to.

v. Blankenship Asked Tippett if he believed Mr. Husinga did it for a better view of the lake. Tippett Commented he believes it would have been more for more room. Theres no curb appeal to it. Blankenship Commented that the policy was still not followed, and they knew better. Tippett Commented he has the board approved dock permit he did not have a permit for the clearing. Wallace Commented he was not just out to get fines he supported the replanting of trees making sure the dirt is seeded. The path was far too wide it bothers me that nobody from the board I know of has spoken with Mr. Husinga in person. We're supposed to manage and preserve the natural resources. Ewing if we let him rip rap all his erosion areas, we should let



him extend 15 to 20 feet on each side to just finish it while it's there it will be better. He will need to rip rap all exposed bank that now needs it at his own expense. All dirt seeded and trees replanted and shrink back into his 11-foot walking path after he signs his clearing permit and pays permit fees. Ewing Asked if that was agreeable and the direction, we want to proceed in. Ewing Asked Miller If Hills and Dales was aware of this policy information. Miller Commented it's in all the by-laws, everyone knows when they step on Mill Creek Property all decisions come through this office, I direct all Land Owners when it comes times to build the Docks and such I direct them to Tippett, and he will guide you from there on what you can do and what you can't do, Regarding the Husinga Incident I think it was just a communication breakdown. The property owner should be meeting with Jeff Tippett himself. Sweet Asked Tippetts suggestion. Tippett Commented he agrees with what's been discussed He will need to rip rap all exposed bank that now needs it at his own expense. All dirt seeded and trees replanted and shrink back into his 11-foot walking path after he signs his clearing permit and pays permit fees. I Would guess 20 trees or better I would want replaced. Sweet Agrees.

vi. Wallace Motions to approve the solution. Sweet Asked if we should be voting on this. Wallace Amends his Motion and to have this agreement be Drawn up by Lorna Geiler, to make it legal. Richards Commented he would like the Agreement to be very specific to the number of trees, species types, and date it needs to be done. Wallace Commented seeding and trees type needs done at the discretion of the park. Tippett Commented have Lorna Draw up the agreement bring it before the board to vote on and approve it, have Husinga sign off on it and we are done. Wallace Continues his Amended Motion once Lorna gets the information in the agreement with cost and then brought back before the board for us to vote on. Ewing Commented you are saying your motion is for an approval of Lorna to get us an Agreement we can vote on the specifics of. Blankenship Second. 7 ayes, 0 nays

c. Discussion and Vote Smith Work Order.

i. Tippett Mr. Smith would like to put some stairs at the end of his path, his path is on an angle he believes to much of an angle. They are Inside the path marker. Blankenship asked if it was 35' long Wallace Commented yes, it doesn't state the size of the concrete pad the walkway will be on. Ewing asked where this was located at. Tippett Commented when you enter Millcreek cove it's the first dock on the left. Richards asked if the materials he asked to use are on the approved list. Tippett Commented it will be composite decking and 4x4 posts. All materials comply. Ewing asked if the site has been inspected by park staff. Tippett replied it had been. Blankenship asked Tippett what he though. Tippett Commented he thought we were allowing the park to become to fancied up, but he is within his right to do it. Ewing Commented he doesn't see the harm if he stays withing the confines of the agreed upon walking path. Ewing makes a motion to approve Mr. Smith's stairs. Richards Second. 7 ayes, 0 nays.



d. Discussion and Vote action taken on Heng family pontoon boat reservation

i. The Heng Family came for a pontoon reservation when they got down there no boat, what we learned is our system allows us to double book a boat, all we could do was apologize and refund their money it was Sunday Father's Day the 19th we are going to try and take the 4-hour rentals out altogether, it was double booked it can happen online without us even knowing. Wallace Commented he was contacted by the customer that it really ruined their day 5 adults and 1 child, customer also claims former employee said if DNR wasn't on the lake you don't really need life jackets. Wallace Commented that it didn't sit well with him for safety reasons. Wallace Motions to Approve a 4-hour free boat rental as restitution for the unfortunate events. Ewing Second. 7 ayes, 0 nays.

e. Discussion and Vote to take action boat ramp parking issues

i. Wallace was contacted by a concerned citizen people are pulling in with their boats and their trucks, and they are parking well, Tippet informed me we haven't been able to stripe it, yet it will happen before the end of the season.

f. Discussion and Vote of overnight mooring of boats around the lake and courtesy docks

i. Wallace Commented we had an individual trying to stay at the courtesy dock overnight which we can't do so Tippetts fighting that, then when I took Sweet down to look at the issue at Hill and Dales there was two boats moored up down there where we keep the excavator at, a house boat and a pleasure boat, I assume it was people camping in the horse trails brought their boats and security needs to be monitoring for mooring overnight, and the access road needs roped off. Tippet Commented we should probably put a gate not a rope or chain the way golf carters come zipping though.

g. Discussion and Vote Public Access to Park District work barge loading area

i. Blankenship Commented this was just addressed In Overnight mooring Discussion.

h. Discussion and Vote Tree Management 2022

i. Mr. Wagner got back to me on the west side of the creek and what he's estimating it to be \$67,786.00 he expects it to be 20 to 25 % more, somewhere near \$100,000.00 if the board decides to move forward with this. Blankenship asked how long the contract is, Tippet responded it's a two-year contract and we are in year two. Blankenship Commented we should maintain a close watch on it. Ewing Commented he would like to see the Timber agreement before any bid letting, and to see what's already been cut before authorizing anymore. Wallace Commented we added this in the budget we estimated \$150,000 because this money was to be used for building our campground. Ewing Commented the original not this side this is another \$100,000. Wallace Commented this is the one we accounted for. We need the logging income to finish the campground, if we get this bid out maybe the same people who bid in will be the winners and get this done in one shot. Ewing



Commented he would like to see us facilitate this before we start another. Richards Asked our bid didn't come in higher than the high bid did it. Wallace Commented yes it did we had a bit more money than projected. Ewing asked if it would be the same contract. Tippett responded same terms different contract. Wallace asked about the easements into this. Tippett Commented it's up to whoever takes the contract. Ewing Motions to move forward with the timber from central Illinois forestry to send it out to bid. Trefz Secon 7 ayes, 0 nays. Ewing for the record would like to state all funds are used for the expansion of the campground.

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

- a. Personnel
- b. Discussion to Approve and Open/ Close Executive Session Meeting Minutes
 - i. Motion to Adjourn Executive Session, and if Minutes are Approved in this Executive Session those recordings after 18 months of this Approval date can be destroyed

Motion to Adjourn Executive Session, and if Minutes are Approved in this Executive Session those recordings after 18 months of this Approval date can be destroyed

12. Discussion and Vote Executive Session

13. Committee Reports-

- a. **Campers-** Tippett Commented that we are putting a block up so people with their small blocks can tip them over. A section there's going to be some more work done to it
- b. **Lake Management-** Did not meet.
- c. **Finance-** Did not meet.
- d. **Policy-** Did not meet.
- e. **Trails-** Did not meet.

14. Adjourn-

- a. Ewing Motioned to Adjourn, Richards Second. 7 ayes, 0 nays.