

METRO EAST PARK AND RECREATION DISTRICT
104 United Drive, Collinsville, Illinois
Tuesday July 8, 2008

I. Call to Order President Earl McDowell called the meeting to order at 7:00 p.m.

II Attendance Roll call

Present were: Harold Byers, Madison County
Gene Peters, Madison County
Paul Evans, St. Clair County
Pamela Hogan, St. Clair County
Earl McDowell, St. Clair County

Mike Buehlhorn, Executive Director
Bryan Werner, Planner
Rene' St. Peters, Administrative Assistant

Bill Baudendistel, Juneau Associates
Paul Homann, TWM, Inc.

Absent were: Jerry Kane, Madison County
Ed Szewczyk, Attorney

Guests were: Scott Lively, Ganim, Meder, Childers & Hoering
Karen Almgren, Ganim, Meder, Childers & Hoering

III. Election of Officers

Director Byers made a motion, seconded by Director McDowell to appoint Director Peters as President.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

Director Byers made a motion, seconded by Director McDowell to appoint Director Hogan as Vice President.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

Director Byers made a motion, seconded by Director McDowell to appoint Director Evans as Secretary.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

Director Byers made a motion, seconded by Director McDowell to appoint Director Kane as Treasurer.

Roll Call Vote

Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye
Harold Byers	Aye	Paul Evans	Aye

5 Ayes No Nays 1 Absent Motion Carried

New President Peters took over board meeting at 7:10 p.m.

IV. Approval of Minutes

a) Director Hogan made a motion, seconded by Director Byers to approve the minutes from the June 9, 2008 regular meeting as presented.

Voice call vote

5 Ayes No Nays 1 Absent Motion Carried

V. Consent Agenda

Director Hogan made a motion, seconded by Director Byers to approve the consent agenda items a thru d as presented on pages 6-18 and the financial bank statements handed out at the meeting.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

Executive Director explained the June debit of \$1,200,000 which is the Engleman Farm expense that was obligated in June. So it had to be booked on our June financial report. Director Peters asked that our budget be revised.

VI. Finance

a) Director Evans made a motion, seconded by Director McDowell to approve the payments and claims for June 2008 MEPRD on pages 19-27 as presented.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

b) Director Hogan made a motion, seconded by Director Evans to approve the payments and claims for June 2008 MMMP as presented on pages 28-31.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

Director Byers asked about the reason for the Cummins bill. Executive Director Buehlhorn explained that two stainless steel pieces on the number 2 generator had splits and had to be replaced and that they will be good for another ten years.

c) Director Byers made a motion, seconded by Director Evans to approve the Executive Director's recommendation to transfer \$600,000.00 from the Illinois Funds checking account to the Bank of Edwardsville money market checking account for District business purposes.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

Director Evans made a motion, seconded by Director McDowell to approve the transfer of \$50,000.00 from the Illinois Funds checking account to the Bank of Edwardsville money market checking account for MMMP operational purposes.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

VII. Executive Director's Staff Report

Report accepted as presented.

Director Peters has requested a visit to tour the development of the MMMP and invited all other board members to join him.

Director McDowell asked about the security of the overlook: when it is opened to the public and the Executive Director explained that a 42 inch high gate is part of the installation and will be put in place. Once the gate is put in place and the notice is posted, if someone climbs the

fence and enters the property they are on their own and MEPRD is not held responsible for any injury that might happen. Also, security will be on the property 24 hours.

Director McDowell also asked about people parking on the property. Planner Werner explained that for big events a snow type of fencing will have to be used to prevent the parking issues. Engineer Bill Baudendistel explained that we do have an easement for additional parking in place at the Casino Queen, 100 spaces.

Executive Director Buehlhorn also brought up the fact that for big events additional security will have to be added and that expenses are going to go up to run the overlook.

Director Evans asked about the progress of the Troy O'Fallon Trail. Executive Director Buehlhorn explained that the North portion has been started but there is an issue with fencing. Mark Steyer from MCT called and asked if the district wanted to be included in anything that they send out and he was told yes, that we are funding this whole project and to avoid saying anything would be a mistake. The people finally got an attorney to stop the fencing going up. Director Evans asked if the people were trying to stop it and Executive Director responded by saying not stop it but make it look better in their back yards. We are talking an easement that the city owns and individuals have built sheds and put gardens on. Engineer Bill Baudendistel explained that it is not the trail itself but the right of way that MEPRD and MCT wants control of what goes on that easement.

VIII. Old Business

President Peters inquired about the status of the capital budget update. Executive Director explained that the numbers balanced out. We had capital expenditures and revenues which balance each other out. The revenues include the grants from the Scott-Troy Trail ITEP grants and the excess net operating monies we have this year, and the projected cash and investments that we have to date and the Eagle Points Phase I if it gets done this year. The capital budget does not need to be approved by the board just the operational budget, which has been approved by the board. A color coded copy of the capital budget was handed out at the meeting.

IX. New Business

a) IPARKS Insurance Renewal

Executive Director explained that is time to renew our property insurance with IPARKS and it was based on the current values. The amount is \$27,436.24 which is a decrease of \$188.69 from last year. The \$10,000,000, liability policy is still in effect, we have a \$1,000.00 deductible and once we take over the area of the Malcolm W. Memorial Park rates will jump up. Estimated increase in coverage would be \$35,000.00 per year.

President Peters asked about the percentages for each, and Executive Director Buehlhorn stated that one third is MEPRD and two thirds will be for MWMMP. President Peters also asked about any claims that have filed against the IPARKS and the only claim filed was when the trees and branches were blown down two years ago.

Director Evans asked if the increase for the overlook was a stable amount or a preliminary amount and could go up and Executive Director explained that he insured the overlook for the entire amount of the overlook and that is on the statement of values which would cover the whole price.

b) Section 125 Cafeteria Plan presentation by Kristin with Ganim, Meder, Childers & Hoering.

Kristin Almgren with Ganim, Meder and Childers & Hoering explained that with a cafeteria plan it is a way for employees to pay for medical expenses and dependent care expenses on a pre-tax basis. Each employee is allowed to make use of a specific dollar amount each year where they can pay for uncovered dental expenses, medical co-pays, over the counter medications or any out of pocket medical expenses thru this program. Each employee chooses an amount before the beginning of the year that will be non taxed monies put aside for reimbursement for any out of pocket expenses. They then submit receipts to get reimbursed from the monies they have set aside. The money that each employee sets aside for this plan is not subject to FICA or Medicare taxes nor does it have Federal or State taxes. In return the employer does not pay for the FICA or Medicare taxes for the amounts set aside by each employee for this plan. The cost is about \$500.00 for a plan document made specifically for the needs of the staff. This can be handled in house thru payroll so no outside agency would be needed. In the cafeteria plan the amount needs to be chosen by the district regarding the maximum amount each employee can set aside for medical reimbursement, and this amount will be listed in the original document.

This amount needs to be in place due to the fact that employees are eligible for reimbursement as soon as they incur expenses. So for instance, the plan starts July 1 and an employee decides they want to put \$1,000 per month for twelve months and during the month of July they submit receipts for \$10,000 worth of expenses you have to pay them back. It is almost like loaning them money until they have the payroll deduction. If they would quit at the end of July MEPRD would have some expense there. The amount that can be put aside for medical flexible expenses needs to be approved by the board.

Dependent care reimbursement is set by the government at \$5,000 and can only be reimbursed for payments made to child care centers that reports payments. This expense is only reimbursed for the actual dollars set aside and paid to the child care centers. No exposure for the employer.

Also if the employees pay a portion of the health insurance premium this can be a non taxed amount.

President Peters asked about the maximum amount and was told that the employer needs to set the medical expense amount. The employee funds the monies themselves and the employer gets the benefit of not paying taxes on the amount set aside. He also asked if you lose any amounts set aside that are not used and was told by Kristen it is up to the employer to decide what to do with monies set aside and not used. The money becomes MEPRD's monies or some employers give it back to the employee in the form of a bonus at year end. There is a grace period of a few months after the year end to roll over amounts.

Director Hogan asked about what would happen in the case of an employee that became deceased and their monies they have set aside, and was told that the monies would be refunded back to the family of the deceased.

President Peters asked for a resolution to approve the Cafeteria Plan be presented for the August 2008 board meeting.

c) Glen Carbon Reimbursement Request

Planner Bryan Werner discussed the completed project by the Village of Glen Carbon for the project titled: Green Space North Bicycle Trail, which was approved through the Resolution 05-12 funding cycle. The project itself was the construction of a 10' wide oil and chip, .8 mile bicycle trail connecting near the Village Hall, crosses the 35 acre Village Green Space North recreation area and connects into the existing MCT Nickel Plate Bicycle Trail.

Director Byers made a motion, seconded by Director Evans to approve the Planner Bryan Werner's recommendation to reimburse the Village of Glen Carbon a total of \$87,169.35

for the completion of the project titled: Green Space North Bicycle Trail as part of the Resolution 05-12 funding cycle.

Director Hogan asked if in the future if MEPRD would be providing the signage for completed trail projects and Planner Bryan Werner responded by saying if anything would happen MEPRD should come up with a detailed description of what the sign should look like, that way all completed projects funded by MEPRD would have similar signs.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

d) Geyser Rip Rap Quotations

Executive Director Buehlhorn stated that there is a need for new rip rap around the geyser area, and it would be prudent to do so before the arched concrete work portion of the sidewalk is completed.

President Peters asked if the prices we received were considered “competitive bids” and the Executive Director Buehlhorn replied that they were price quotations. Engineer Bill Baudendistel commented that the estimate price he came up was about \$40 a ton, and the numbers received from Munie Trucking was \$42.60 a ton. Munie trucking is will do all clean up and a secured price was given. Executive Director Buehlhorn explained that L. Wolf is not getting any extra monies for this extra work.

Director Evans made a motion, seconded by Director McDowell to direct the Executive Director to enter into a contract with Munie trucking for \$26,450 to provide rip rap around the pond to include possibly change orders of no more than a 5% over the quotation amount.

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

e) Resolution 08-14: Re Center Fountain Lighting

Executive Director Buehlhorn explained that there are 16 LCD lights needed to light the structure in the center of the lake at MMMP in order to provide ample lighting. There are a few things that will be added as addendum items to the bid such as the 8 lights on the building which will be able to be turned down. The other thing that is by request of Marshall Heir that music be added to the lights for a synchronized show. The geyser will be shut off so that the lights can be installed.

Director Byers made a motion, seconded by Director Evans to adopt Resolution 08-14 Resolution regarding advertisement for bids for construction of the Malcolm W. Martin Memorial Park center fountain lighting as amended to read per Section 1 where it starts “using the funds donated by Gateway Center of Metropolitan St. Louis, Inc. as indicated in the plans and specifications provided by TWM. Inc.”

Roll Call Vote

Harold Byers	Aye	Paul Evans	Aye
Jerry Kane	Absent	Pam Hogan	Aye
Gene Peters	Aye	Earl McDowell	Aye

5 Ayes No Nays 1 Absent Motion Carried

f) Report from District Engineers

Engineer Bill Baudendistel explained that all projects are moving along, weather permitting. Bill has been in touch with Karen regarding the easement with Chouteau Island, but due to the flooding issues things are moving along slowly. There have been some revisions to the easement with Ameren as well as the easement that ties into the Confluence Trail. MCT did receive the grant from IDNR so a revised easement needs to be made. Ameren supervisor Mark has cleared everything so we can move onto Ameren property. Director Evans asked what type of use are we going to be granted by Ameren and Bill explained that it will be up to the attorneys. But MEPRD's intention is for permanent or no less than 25 years due to the fact that if, we intended to get monies from any other grant source in connection with this, it will require 25 years. With the maintenance issue they are going to look to us and possibly something can be worked out with MCT due to the fact they have the Confluence Trail which is going to tie in to it and we are co-funding with them.

President Peters asked about the progress of the trail and Bill explained that it is getting close. The Confluence Trail will meet the existing crossing that goes under the Merchants Bridge. MEPRD is not changing anything so easements and right of ways are not necessary from Terminal. President Peters asked if the trail will be doing an at-grade crossing at the major egress, and Bill stated that we would be going over the top of it. It is on the Ameren section that runs between the Merchant Bridge and where we tie in with Ameren and north of that is the section with the Corp of Engineers. Director Evans asked for a time line for a finished trail and Bill stated that depends more on Ameren but probably within the next 18 months. Director Evans asked about having any of the engineering work done and Bill stated that the entire alignment and plats have been done; the Corp required it, to insure that it is a real project that would happen prior to issuing an easement to MEPRD. However, due to the flooding Chouteau Island it will take time.

Engineer Paul Homann stated that they have finished reviewing the shop drawings for the lighting of the Malcolm W. Memorial Park. They have gone out and did a mock up for lighting. The new system will have a telescopic system on the lights so we can see how they will operate.

- X. **Public Discussion and/or Comment** No public discussion and/or comment.
- XI. **Executive Session** No executive Session
- XII. **Adjournment**

At 8:27 p.m. President Peters asked to adjourn the meeting. A motion was made by Director Evans. All voted aye on a voice vote and the meeting was adjourned.

**Respectfully Submitted,
Rene' St. Peters
Administrative Assistant**

Next MEPRD meeting will be held on August 12, 2008 at 7:00 p.m.