

January 19 2009
Princeton Park District
Meeting Minutes

REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
JANUARY 19, 2009

CALL TO ORDER:

The meeting was called to order by President Englehart at 4:30 p.m. at the Bureau County Metro Center, Princeton, Illinois.

ROLL CALL:

Present were Commissioners Gene Englehart, Jan Milles, Carl Pacunas, Wayne Stone, and Dick Volker. Also present were Executive Director Elaine Russell; Superintendent of Parks, Keith Scherer; Administrative Assistant, Tammy Lange; Secretary, DeAnn Underwood; and Attorney Bob Russell.

Present in the audience were Donna Barker, Maria Borri, Kevin Heitz, and Lindsay Welbers.

PERFECTION OF AGENDA:

President Englehart perfected the agenda by correcting under item #6 the total for the approval of checks to read \$42,562.17.

APPROVAL OF MINUTES:

President Englehart requested a motion for approval of the minutes of the Regular Meeting on December 15, 2008. Motion was made by Commissioner Stone and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried.

President Englehart requested a motion for approval of the minutes of the Public Hearing Meeting on December 15, 2008. Motion was made by Commissioner Stone and seconded by Commissioner Milles. A voice vote was taken: ayes - all, nays - none. The motion carried.

President Englehart requested a motion for approval of the minutes of the Regular Meeting on January 5, 2009. Motion was made by Commissioner Stone and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried.

OPEN DISCUSSION:

Nothing was presented.

APPROVAL OF CLAIMS:

A list of bills due and payable for the Bureau County Metro Center in the amount of \$24,807.17 was presented for the time period of January 1, 2009 through January 15, 2009. President Englehart requested a motion for approval of all Bureau County Metro Center claims totaling \$24,807.17. Motion was made by Commissioner Pacunas and seconded by Commissioner Milles. A voice vote was taken: ayes - all, nays - none. The motion carried.

A list of bills due and payable for the Princeton Park District in the amount of \$9,078.22 was presented for the time period of January 1, 2009 through January 15, 2009. President Englehart requested a motion for approval of all Princeton Park District claims totaling \$9,078.22. Motion was made by Commissioner Pacunas and seconded by Commissioner Milles. A voice vote was taken: ayes - all; nays - none. The motion carried.

A list of hand written checks in the amount of \$6,690.96 was presented for the time period of January 1, 2009 through January 15, 2009, as well as debit card transactions totaling \$1,985.82 for the time period of December 5, 2008 through December 23, 2008. President Englehart requested a motion to approve the hand written checks and debit card transactions, for a total amount of \$8,676.78. Motion was made by Commissioner Milles and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried.

The Board reviewed the December Financial Statements and the spreadsheet of Cash Fund Balance Reconciliation for the 2008/09 fiscal year. It was noted the December Financial Statement reflects midway figures for the fiscal year. Several line items appear to be over budget and may be possible areas of concern when planning future budgets. Elaine will review to make sure expenditures are allocated to the right line items.

NEW BUSINESS:

Exchange of Real Estate at Zearing Park - Attorney Russell stated when preparing the deed for the exchange of real estate between Bonucci Farms and the Princeton Park District, it was discovered the title commitment contained a covenant whereby the property being exchanged was to be used for recreational purposes only. This covenant was part of the original grant and will need to be released. Once this is released, the deed will be completed and presented at a future meeting.

Broken Window Incident in Metro Center Gym 01/09/09 - Elaine reviewed with the Board the incident involving the breakage of a re-enforced window next to the door leading into the Jacuzzi and locker room hall. A patron playing team basketball in the gym was chasing a basketball off the court area and ran into the window which then shattered. The patron injured his forearms and was taken by ambulance to the hospital where he was treated and released.

UNFINISHED BUSINESS:

Zearing Park Expansion Project - Kevin Heitz, Project Manager from Chamlin & Associates, gave an update regarding the Paving, Grading, and Drainage Project. The bid packets will be handed out at the pre-bid meeting to be held at 1:00 p.m. on January 22, 2009 at the Bureau County Metro Center. Attendance at this meeting is not mandatory for contractors wanting to bid on the project. Kevin will review the contract specifications at the meeting and answer any questions. The bids will be opened on February 2, 2009 at 11:00 a.m., with the possible awarding of the bids being done at the February 16th Regular Meeting. Kevin stated at the present time there are two to three contractors interested in the project. Earthwork at the project site should begin this spring and continue through the summer. It was noted information regarding the proposed concession/restroom facility will be discussed at a future meeting.

OTHER BUSINESS:

Director's Report - The Board reviewed the Executive Director's Report.

Elaine noted the following:

- Packets will be accepted through January 20th for those individuals interested in filling the upcoming vacant commissioner's position. Five packets have been distributed.
- The Princeton Park District will be hosting the Business After Hours in October.
- Tammy and Elaine will be speaking at the Optimist Club Meeting on January 20th.

Tammy noted she will be conducting Front Desk staff meetings in regard to customer service. Some of the topics to be covered include how to see complaints as opportunities.

OPEN DISCUSSION:

Attorney Russell stated the adoption of a revised bond ordinance will need to be completed at the February 2nd Regular Meeting due to the exclusion of a word in the original ordinance.

EXECUTIVE SESSION:

A motion was made by Commissioner Pacunas, seconded by Commissioner Milles and unanimously carried to move into executive session to discuss personnel pursuant to Section 2 (c) 1, and the purchase or lease of real property pursuant to Section 2 (c) 5 of the Illinois Open Meetings Act at 5:05 p.m. A roll call vote was taken: ayes - all, nays - none. The motion carried.

The Board returned to regular session at 5:22 p.m.

BOARD ACTION FOLLOWING EXECUTIVE SESSION:

None.

ADJOURNMENT:

A motion was made by Commissioner Volker, with a second by Commissioner Milles to adjourn the meeting at 5:23 p.m. Voice vote: ayes - all, nays - none. The motion carried.

Gene Englehart, President

Wayne Stone, Secretary