

## February 2, 2009 Princeton Park District Meeting Minutes

### REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT FEBRUARY 2, 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, 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. Commissioner Wayne Stone was absent.

Staff members present were Recreation Coordinator, Ryan Luecke; Intern, Brandon Nyman; and Rental/Business Coordinator, Kerri Sissel.

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

#### PERFECTION OF AGENDA:

None.

#### OPEN DISCUSSION:

Nothing was presented.

#### APPROVAL OF HAND WRITTEN CHECKS:

A list of hand written checks, in the amount of \$13,326.81 was presented for the time period of January 16, 2009 through January 27, 2009 for the Metro Center and Princeton Park District. President Englehart requested a motion to approve the hand written checks in the amount of \$13,326.81. Motion was made by Commissioner Milles and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried.

#### NEW BUSINESS:

Adopt Revised Bond Ordinance - Attorney Russell reviewed the revised \$570,000 General Obligation Bond Ordinance which was approved at the December 15, 2008 Regular Meeting. President Englehart requested a motion for the approval of the revised \$570,000 General Obligation Bond Ordinance. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried.  
Report on Conference from Recreation/Administration Departments - Kerri Sissel, Rental/Business Coordinator and Tammy Lange, Administrative Assistant gave an update on the sessions they attended at the 2009 IAPD/IPRA Annual Conference held January 30th and 31st in Chicago. Sessions attended included topics on presenting a budget, applying for grants, and fund raising.

Ryan Lucke, Recreation Coordinator stated sessions he attended included youth at risk, pricing strategies, as well as a session on attitudes. Ryan noted with the new Zearing Park Expansion Project underway, his main focus was to connect with soccer vendors in attendance at the conference. Ryan reviewed with the board the upcoming Challenger Sports British Soccer Camp the Princeton Park District will be conducting. The camp will be held June 8th through June 12th for various age levels.

Brandon Nyman stated he too attended the youth at risk session and would like to see this type of program offered in Princeton. Brandon also attended a community meeting for IPRA, noting it was a good session for sharing information and networking.

Beth Coleman, Aquatics Coordinator will be attending a future board meeting to review the sessions she attended.

It was the consensus of the staff attending the conference that the Princeton Park District offers excellent programs and the daily operation of the facility is first-rate.

Approval of 2009 Out Front Mower Tractor Bids - Keith stated two bids were received for the purchase of two out front mower/tractors, with Diller Rod, Inc. being the lowest bidder at \$7,850 per mower. Holland & Sons, Inc. submitted a bid of \$9,000 per mower. Keith recommended purchasing the mowers from Diller Rod, Inc. President Englehart requested a motion for approval of the purchase of two out front mower/tractors from Diller Rod, Inc. at the price of \$7,850 per mower. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes - all, nays - none. The motion carried.

#### UNFINISHED BUSINESS:

Exchange of Real Estate Between Bonucci Farms & Princeton Park District - Attorney Russell distributed the letter and information sent to the Illinois Department of Natural Resources concerning the exchange of real estate between Bonucci Farms and the Princeton Park District. The property being deeded to Bonucci Farms will need to have the covenant released requiring the property is to be used for recreational purposes only, whereas the property being deeded to the Princeton Park District will need to have this covenant imposed upon it. Attorney Russell will keep the board updated regarding this request submitted to IDNR.

Zearing Park Expansion Project - Kevin Heitz, Project Manager from Chamlin & Associates, stated the bids for the Paving, Grading, and Drainage Project were opened this morning at 10:00 a.m., with a total of six bids submitted. Advanced Asphalt had the lowest bid of \$1,529,507, with Indian Valley Timber & Stone submitting the high bid of \$1,874,234. The estimate of this phase of the expansion project was \$1,400,000. Kevin noted he will review the plans to see what areas of the project the park district could cut costs in an effort to stay within the budget. It was noted this phase of the project includes the earthwork, grading, parking lots, the walking paths within the expansion project as well as the existing park area, a fishing pond, storm drainage piping, curb & gutter, entrance work, the eight multi-purpose sports fields, and all seeding. Not included in the first phase of the project is the concession/restroom structure, fishing pier, fountains for the pond, waterless restrooms and any lighting for the sports fields.

Kevin suggested he meet with Elaine, Keith, as well as any interested board members at the beginning of next week to review possible cost cuts to the project. These recommendations would be presented at the February 16th Regular Meeting, with possible awarding of the bid also done at the meeting. It was noted the bids are valid for 60 days.

Kevin stated he will be presenting plans for the concession/restroom structure and the handicap accessible dock at a future meeting. Bid packets will need to be assembled for those projects.

#### DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

- ? Superintendent of Park's Report - Keith stated he has completed a Hazard Assessment Manual to be used for training, as well as inspections.
- ? Maintenance Report
- ? Recreation Reports - Ryan stated he has been planning the various programs to be offered during 2009.
- ? Aquatics Report
- ? Rentals Report
- ? Administrative Assistant Report - Tammy stated a Defensive Driving Seminar will be held in March. She also noted the presentation given at the January 20th Optimist Club Meeting was well received by its members.

#### OTHER BUSINESS:

The board reviewed the Executive Director's Report. Elaine noted the following:

- The presentation given at the Optimist Club Meeting went very well.
- During the monthly meeting with City Manager, Jeff Fiegenschug assistance with the electrical needs for the Zearing Park Expansion Project was discussed.
- Continue to work on the fundraiser for the Princeton Park District Foundation to be held March 21st.

#### OPEN DISCUSSION:

Donna Barker inquired if the bid for the Paving, Grading, and Drainage portion of the Zearing Park Expansion Project will be awarded at the February 16th Regular Meeting. President Englehart stated awarding of the bid could be done at the next meeting; however the board may decide to wait until the March 2nd Regular Meeting.

#### EXECUTIVE SESSION:

A motion was made by Commissioner Volker, seconded by Commissioner Milles and unanimously carried to meet in executive session to discuss the purchase or lease of real property pursuant to Section 2(c) 5, and to review executive session minutes pursuant to Section 2(c) 21 of the Illinois Open Meetings Act at 5:14 p.m. A roll call was taken: ayes - all, nays - none. The motion carried.

The Board returned to regular session at 5:23 p.m.

#### BOARD ACTION FOLLOWING EXECUTIVE SESSION:

No action was taken.

#### ADJOURNMENT:

At 5:23 p.m. a motion was made by Commissioner Volker, with a second by Commissioner Pacunas to adjourn. A roll call was taken: ayes - all, nays - none. The motion carried.

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Gene Englehart, President

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Wayne Stone, Secretary